S3450-2

MAINE STATE GOVERNMENT ANNUAL REPORT 1981-1982

A Compilation of
Annual Reports of
State Departments and Agencies

Published at
Augusta, Maine
1982

Compiled and edited by the
Department of Finance and Administration,
Bureau of the Budget

Printed Under Appropriation Number 75090-000-4929

To obtain copies of this Annual Report...
Contact: Department of Finance and Administration
Bureau of Purchases
Division of Reprographics
Statehouse Station 91, Augusta, Maine 04333

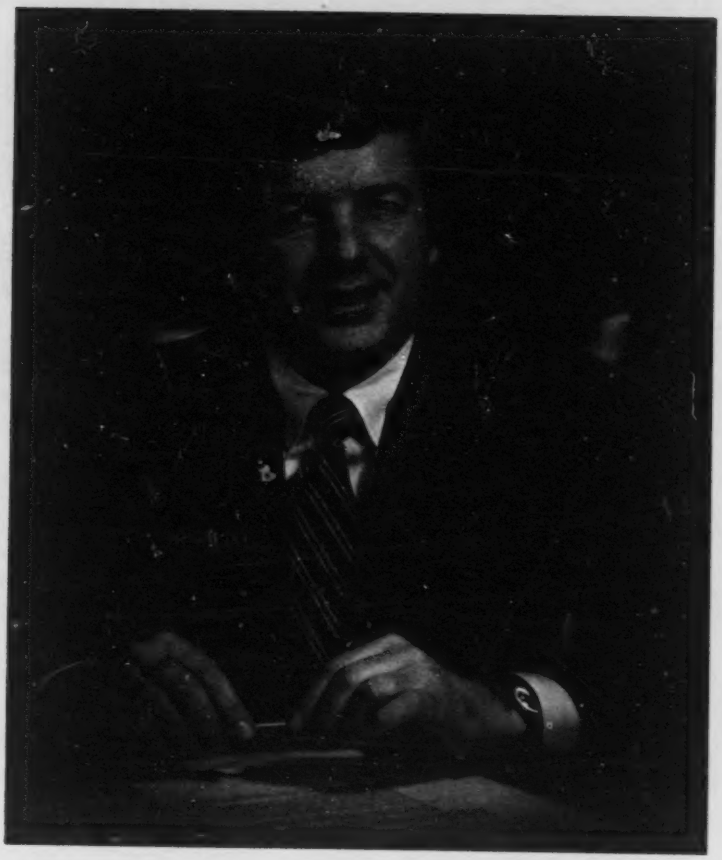
A word about copying material contained in this report....

Any person may reproduce, without restriction, any or all material in this edition. When several copies of material are made for distribution, credit should be given to the Maine State Government Annual Report.

When any part of the text is partially reproduced for distribution, it should be noted that it is only a part and not the whole text as published. If this is followed, the problems inherent to "out of context" quotes may not deter from the information we have tried to provide on State Government agencies and their operations.

The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

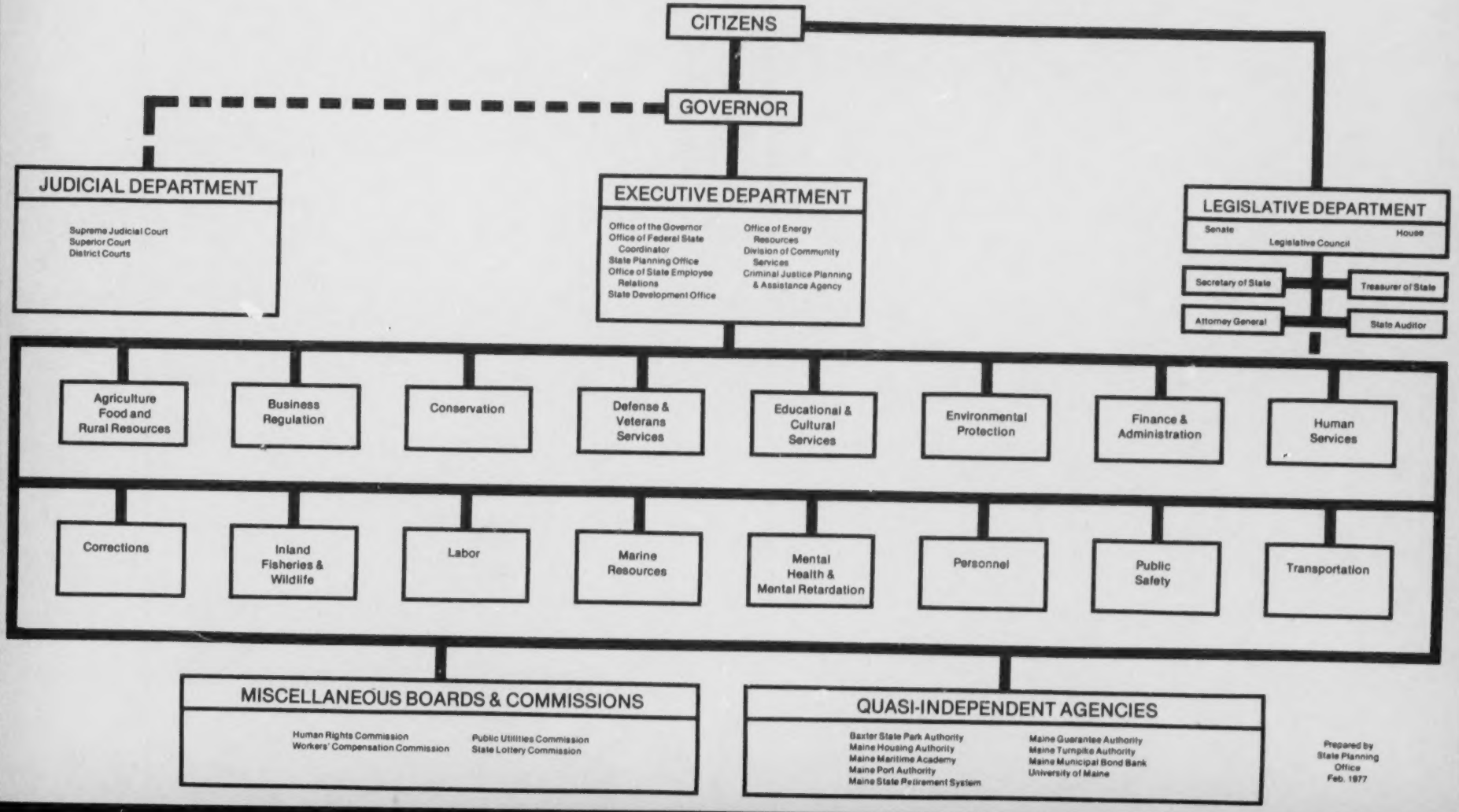
MAINE STATE GOVERNMENT ANNUAL REPORT 1981-1982



Joseph E. Brennan
Governor of Maine

STATE OF MAINE
ORGANIZATION CHART OF STATE GOVERNMENT
Based on Elective or Appointive Line of Authority

Major State Agencies



Prepared by
State Planning
Office
Feb. 1977

FOREWORD

The *Maine State Government Annual Report* is compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basic elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance to the serious reader.

IDENTIFICATION SUMMARY. This section "headlines" the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

Established: This is usually the year in which the agency was created as a statutory or administrative entity, despite a subsequent change of name. If at some point in time, the agency experienced a major reorganization in terms of administrative structure, purposes or functions, the year in which this occurred is considered the year established.

Sunset Review Required by, or, Sunset Termination Scheduled to Start by: This date is established by the "Maine Sunset Act" found in 3 MRSA Section 501-511. It is assumed that such review, or scheduled start of termination has been, or will be, implemented as of the date which appears in the Act. As dates in the Act are repealed, replaced or amended by the Legislature, this data element will reflect such change.

Reference:

Policy Area. There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

00 General Government
01 Economic Development
02 Education and Culture
03 Human Services
04 Manpower
05 Natural Resources
06 Public Protection
07 Transportation

Umbrella. In order to make the list of some 470 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each State *Department, the (Office of) Commissioner of Personnel, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees University of Maine* was assigned a different *2 digit number* and each unit which was, by law, determined to be a part of one of these was assigned to *that* 2 digit "umbrella" number. Thus all units carrying an "01" *in front of their 3 digit unit number* are part of the Department of Agriculture, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

01 Department of Agriculture, Food and Rural Resources
02 Department of Business Regulation
03 Department of Corrections
04 Department of Conservation
05 Department of Educational and Cultural Services
06 Department of Environmental Protection
07 Executive Department
08 Department of Finance and Administration
09 Department of Inland Fisheries and Wildlife
10 Department of Human Services
12 Department of Labor
13 Department of Marine Resources
14 Department of Mental Health and Mental Retardation
15 Department of Defense and Veterans Services
16 Department of Public Safety
17 Department of Transportation
26 Department of Attorney General
27 Department of Audit
28 Treasury Department
29 Department of The Secretary of State
30 Legislative Department
40 Judicial Department
60 (Office of) Commissioner of Personnel
65 Public Utilities Commission
75 Maine Maritime Academy
78 Board of Trustees University of Maine

b) The many independent units—*not* a part of the umbrellas listed above—were assigned *to one of 5 two digit umbrella numbers* which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella "90" identifies those that "Regulate", "92" those that "Advise", etc.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

90 Independent Agencies—Regulatory
92 Independent Agencies—Advisory
94 Independent Agencies—Other
98 Independent Agencies—Interstate Compact
99 Independent Agencies—Not Part of State Government

Unit. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number.* Each unit created by Legislative Order, by Judicial Order, by Executive Order of the Governor—or, in a few cases, by other acceptable authority—has been assigned its *parent's 3 digit unit number* PLUS *a letter.*

Unit Citation. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count—All Positions and **Permanent Legislative Count.** One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency's original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Permanent Legislative Count,* where applicable, is the number of permanent positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count may usually be attributed to contractual or federally-funded positions which do not require Legislative approval.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. Any revision was based insofar as possible on the original statement of the agency as contained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATION. It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other, just recently, in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964,* as amended, the *Public Laws of the State of Maine,* and *Agencies of Government, State of Maine, 1820-1971,* published by the Maine State Archives.

PROGRAM. Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become necessary. Material presented in an outline or catalogue format was rewritten in narrative form; reference to particular personalities and strong editorial comment were deleted as were vigorous pleas for increased funding and additional personnel; acronyms were researched and, wherever possible, their representations substituted; abbreviated or improper agency and institution names were corrected; and other grammatical and remedial changes were made as necessary to promote maximum clarity and readability and maintain a factual, objective approach without altering the context of the original material.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

LICENSES, PERMITS, ETC.: Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

PUBLICATIONS. This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

FINANCES, FISCAL YEAR. Financial data relating to agency operations during the past fiscal year displays all agency expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only those expenditure elements which are included in the work program process.

Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with "rounded" whole dollars some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

• • • •

This *Maine State Government Annual Report* is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgement of those who will use it.

THE EDITOR

TABLE OF CONTENTS

Guide to Organizational Unit Changes: Abolishment, Creation, or Renaming xix

Board of Trustees, Group Accident & Sickness or Health Insurance 1
Maine Committee on Aging 2
Department of Agriculture, Food and Rural Resources 4
Administrative Services Division 7
Bureau of Agricultural Marketing 8
Division of Market Development 10
Division of Grading Services 11
Maine Potato Commission 13
Maine Dairy and Nutrition Council 15
Maine Dairy Promotions Board 17
Maine Potato Marketing Committee 19
Potato Market Improvement Committee 19
Maine Agricultural Bargaining Board 20
Bureau of Agricultural Production 21
Division of Poultry and Livestock 22
Division of Plant Industry 23
(Office of) State Horticulturist 25
Seed Potato Board 26
State Board of Veterinary Medicine 27
Bureau of Agricultural and Rural Resources 28
Division of Resource Development 30
Board of Pesticides Control 33
State Harness Racing Commission 35
State Soil and Water Conservation Commission 36
(Office of) Inspector of Dams 38
Bureau of Public Services 39
Division of Regulation 40
(Office of) Sealer of Weights and Measures 42
Division of Animal Welfare 42
(Animal Welfare) Advisory Board 44
Maine Milk Commission 44
AFDC Coordinating Committee 47
Archives Advisory Board 48
State Board of Assessment Review 49
Atlantic States Marine Fisheries Commission 50
Department of Attorney General 53
Administration 59
District Attorneys 59
Office of Chief Medical Examiner for the State of Maine 60
Department of Audit 62
Administrative Services Division 65
Departmental Bureau 65
Municipal Bureau 66
Baxter State Park Authority 68
Maine Blueberry Commission 71
Department of Business Regulation 72
Board of Accountancy 76
Administrative Services Division 77
Arborist Examining Board 78
Maine State Board for Registration of Architects and Landscape Architects 79
Maine Athletic Commission 81
Auctioneers Advisory Board 82
Bureau of Banking 83
State Board of Barbers 87
State Claims Board 88
Board of Commercial Driver Education 89

Bureau of Consumer Credit Protection 90
State Board of Cosmetology 92
Electricians' Examining Board 93
State Board of Registration for Professional Engineers 95
State Board of Registration for Professional Foresters 96
General Lines Agent Examination Advisory Board 98
State Board of Certification for Geologists and Soil Scientists 99
Bureau of Insurance 100
State Board of Registration for Land Surveyors 102
Central Licensing Division 103
Life Agent Examination Advisory Board 104
Manufactured Housing Board 105
Oil and Solid Fuel Board 106
Board of Examiners in Physical Therapy 107
State Board of Examiners of Psychologists 109
Real Estate Commission 110
Penobscot Bay and River Pilotage Commission 112
State Running Horse Racing Commission 113
State Board of Social Worker Registration 114
Board of Examiners on Speech Pathology and Audiology 115
Board of Registration of Substance Abuse Counselors 116
Civil Air Patrol 118
Computer Services Advisory Board 120
Department of Conservation 121
Administrative Services Division 124
Coastal Island Registry 125
Division of Community Forestry 126
Division of Entomology 127
Maine Forest Authority 128
Division of Forest Fire Protection 129
Division of Forest Management 130
Bureau of Forestry 131
Maine Geological Survey 133
Maine Land Use Regulation Commission 136
Bureau of Parks and Recreation 138
Division of Planning and Development 140
Division of Planning and Program Services 142
Bureau of Public Lands 143
Keep Maine Scenic Committee 145
Division of Spruce Budworm Management 146
Maine Trails Systems Advisory Committee 148
Council of Advisors on Consumer Credit 148
Maine Correctional Advisory Commission 149
Department of Corrections 150
Charleston Correctional Facility 154
Maine Correctional Center 155
Office of Juvenile Intake 158
State Parole Board 159
State Prison 160
Division of Probation and Parole 162
Maine Youth Center 163
County Records Board 169
Criminal Law Advisory Commission 170
Maine Critical Areas Advisory Board 171
Department of Defense and Veterans Services 173
Administrative Services Division 176
Bureau of Civil Emergency Preparedness 177
Military Bureau 181
Bureau of Veterans' Services 183

Advisory Council on Deferred Compensation Plans 185
Maine Development Foundation 186
State Planning and Advisory Council on Developmental Disabilities 188
Eastern States Exposition Advisory Board 189
Educational Leave Advisory Board 189
Post-Secondary Education Commission of Maine (PECOM) 190
Education Commission of the States 192
Department of Educational and Cultural Services 193
Arts and Humanities Bureau 198
Maine State Commission on the Arts and the Humanities 200
Office of the Assistant to the Commissioner 201
Office of the Deputy Commissioner 202
State Board of Education 202
Maine Education Council 206
Maine State Commission for Higher Education Facilities Act of 1963 206
Office of Federal-State Coordinator 207
Education Finance Division 208
Governor Baxter School for the Deaf 208
(Office of) State Historian 211
Bureau of Historic Preservation 212
Maine Historic Preservation Commission 212
Indian Scholarship Committee 214
Bureau of Instruction 215
Maine State Library Bureau 224
Maine Library Commission 226
Management Information Division 227
Advisory Committee on Medical Education 228
State Museum Bureau 229
Maine State Museum Commission 233
Office of Personnel 234
Bureau of School Management 234
Bureau of Vocational Education 236
Central Maine Vocational Technical Institute 245
Eastern Maine Vocational Technical Institute 247
Kennebec Valley Vocational Technical Institute 249
Northern Maine Vocational Technical Institute 251
Southern Maine Vocational Technical Institute 252
Washington County Vocational Technical Institute 255
Board of Emergency Municipal Finance 257
State Employees' Appeals Board 258
Governor's Committee on Employment of the Handicapped 259
Advisory Council on Energy Efficiency Building Performance Standards 260
State Energy Resources Advisory Board 261
Board of Directors of Energy Testing Laboratory of Maine 262
Department of Environmental Protection 263
Office of Administrative Services 266
Bureau of Air Quality Control 268
Board of Environmental Protection 270
Bureau of Land Quality Control 271
Bureau of Oil and Hazardous Materials Control 273
Bureau of Water Quality Control 275
Commission on Governmental Ethics and Election Practices 279
Executive Department 281
(Office of) Governor 281
Governor's Advisory Commission on Maine-Canadian Affairs 284
Division of Community Services 286
Maine Consumer Coordinating Council 288
Maine Criminal Justice Planning and Assistance Agency 288
State Development Office 290
Governor's Office of Employee Relations 293

Office of Energy Resources 294
Governor's Advisory Board on Executive Clemency 299
(Office of) Federal-State Coordinator 300
State Agency Housing Coordinating Committee 301
Governor's Select Committee on Judicial Appointments 301
Juvenile Justice Advisory Group 302
Maine Land and Water Resources Council 304
Governor's Management Task Force 308
Governor's Commission on Mental Health Manpower Development 309
Governmental Metric Policies Committee 310
Governor's Municipal Advisory Council 311
Governor's Council on Physical Fitness and Sports 311
State Planning Office 312
(Office of) Public Advocate 318
Governor's Small Business Advisory Council 320
Maine Vacation-Travel Council 321
Governor's Advisory Committee on World Trade 322
Department of Finance and Administration 323
Bureau of Accounts and Control 326
Administrative Services Division 327
Bureau of Alcoholic Beverages 328
Bureau of the Budget 329
Capitol Planning Commission 331
Bureau of Central Computer Services 332
Maine Insurance Advisory Board 334
State Liquor Commission 336
Bureau of Public Improvements 337
Bureau of Purchases 341
Review Committee for Contractual Services 342
Standardization Committee 343
Bureau of Taxation 344
Northeastern Interstate Forest Fire Protection Commission 348
Advisory Committee for the Training of Firemen 349
Ground Water Protection Commission 350
Maine Guarantee Authority 351
Maine Health and Higher Educational Facilities Authority 358
Health Facilities Cost Review Board 359
Maine Historical Society 360
Displaced Homemakers Advisory Council 363
Advisory Board to the Maine State Housing Authority 363
Maine State Housing Authority 364
Passamaquoddy Indian Housing Authority (Indian Township) 365
Passamaquoddy Indian Housing Authority (Pleasant Point) 366
Penobscot Tribal Reservation Housing Authority 366
Maine Human Rights Commission 367
Department of Human Services 369
Bureau of Administration 373
Maine Council on Alcohol and Drug Abuse Prevention and Treatment 373
Office of Alcoholism and Drug Abuse Prevention 374
Governor's Committee on Children and Youth 376
Board of Chiropractic Examination & Registration 376
Maine Dental Health Council 378
Board of Dental Examiners 379
Office of Dental Health 380
Division of Disease Control 382
Bureau of Maine's Elderly 386
Office of Emergency Medical Services 388
Advisory Board for Licensure of Ambulance Services 389
Environmental Health Advisory Committee 390

Division of Eye Care 391
State Board of Funeral Service 393
Bureau of Health 394
Division of Health Engineering 400
Office of Health and Medical Services 405
Bureau of Health Planning and Development 405
Board of Hearing Aid Dealers and Fitters 408
Maine Human Services Council 409
Bureau of Income Maintenance 412
Interdepartmental Coordinating Committee (OADAP) 414
Office of Legal Services 414
Office of Management and Budget 415
Office of Maternal and Child Health 417
Board of Registration in Medicine 422
Bureau of Medical Services 425
State Board of Nursing 428
State Board of Optometry 432
Board of Osteopathic Examination and Registration 433
Board of Commissioners of the Profession of Pharmacy 434
Examiners of Podiatrists 436
Office of Public Affairs and Communications 437
Public Health Laboratory 438
Division of Public Health Nursing 440
Office of Regional Administration (Human Services) 441
Bureau of Rehabilitation 441
Office of Social and Rehabilitative Services 445
Bureau of Social Services 445
Office of Special Projects 449
Office of Vital Statistics 449
Division of Welfare Employment 450
Maine Indian Tribal-State Commission 451
Department of Inland Fisheries and Wildlife 453
Administrative Services Division 459
Advisory Council (Inland Fisheries & Wildlife) 460
Atlantic Sea Run Salmon Commission 461
Engineering Division 464
Division of Fisheries and Hatcheries 464
Junior Maine Guides and Trip Leaders' Curriculum Board 466
Board of Examiners for the Licensing of Guides 467
Program Development and Coordination Division 468
Public Information Division 469
Division of Recreational Safety and Registration 470
Realty Division 472
Warden Service Division 472
Division of Wildlife Management and Visitor's Center 473
Maine Insurance Guaranty Association 474
State Government Internship Program Advisory Committee 475
Maine-New Hampshire Interstate Bridge Authority 476
New England Interstate Planning Commission 477
Judicial Department 477
Administrative Office of the Courts 481
Administrative Court 484
Board of Examiners for the Examination of Applicants for Admission to the Bar 485
State Court Library Committee 486
District Court for the State of Maine 487
Committee on Judicial Responsibility and Disability 488
Board of Overseers of the Bar 489
Superior Court 490
Supreme Judicial Court 490

Judicial Council 491
Committee to Monitor Implementation of the Juvenile Code 492
Department of Labor 493
Administrative Services Division 496
Administrative Services Division (CETA) 497
State Advisory Council 497
Appeals Division 498
Apprenticeship Division 498
State Apprenticeship and Training Council 499
State Board of Arbitration and Conciliation 500
Boiler, Elevator, Tramway Division 502
Board of Boiler Rules 503
Office of Maine CETA 504
Data Processing Division 506
Division of Economic Analysis and Research 506
Board of Elevator and Tramway Safety 508
Bureau of Employment Security 509
Maine Employment Security Commission 510
State Employment and Training Council 511
Industrial Safety Division 513
Job Service Division 514
Bureau of Labor Standards 516
Maine Labor Relations Board 517
Legal Division (Labor) 520
State Manpower Planning Council 520
Panel of Mediators 521
Minimum Wage, Child Labor and Stuffed Toys Division 522
Maine Occupational Informational Coordinating Committee 523
Board of Occupational Safety and Health 525
Division of Planning and Program Services 525
Private Industry Council (CETA) 526
Program Management Division (CETA) 527
Research and Statistics Division (Labor Standards) 527
Unemployment Compensation Division 529
Minimum Wage Rate on Construction Projects Board 532
Land Classification Appeals Board 533
Forest Land Valuation Advisory Council 533
Legislature 534
Senate 538
Office of the President of the Senate 540
Office of the Secretary of the Senate 540
House of Representatives 541
Office of the Speaker of the House 542
Office of the Clerk of the House 542
Legislative Council 543
(Office of) Legislative Administrative Director 544
(Office of) Legislative Staff Assistants 545
(Office of) Legislative Finance Officer 547
(Office of) Director of Legislative Research 548
Legislative Information Office 551
Law and Legislative Reference Library 551
Maine-Canadian Legislative Advisory Commission 554
Maine-Canadian Legislative Advisory Office 555
Maine State Compensation Commission 557
Maine Forest Fire Control Study Commission 558
Commission on Intergovernmental Relations 558
Commission on Interstate Cooperation 559
Commission on Uniform State Laws 560
Maine Small Business Loan Authority Board 560

Lobster Advisory Council 561
State Lottery Commission 562
Low-Level Waste Siting Commission 564
Department of Marine Resources 565
Bureau of Administration 571
Advisory Council (to Marine Resources) 572
Bureau of Marine Development 573
Bureau of Marine Patrol 581
Bureau of Marine Sciences 583
Maine Marine Resources Commission 592
Maine Maritime Academy 593
State Board of Licensure of Administrators of Medical Facilities Other Than Hospitals 596
Maine Medical Laboratory Commission 597
Mental Health Advisory Council 598
Department of Mental Health and Mental Retardation 599
Administrative Services Division 602
Office of Advocacy 603
Aroostook Residential Center 604
Augusta Mental Health Institute 606
Bangor Mental Health Institute 608
Office of Children's Services 609
Developmental Disabilities Office 611
Education and Manpower Development Office 611
Elizabeth Levinson Center 613
Bureau of Mental Health 615
Bureau of Mental Retardation 617
Military and Naval Children's Home 619
Pineland Center 620
Division of Planning 621
Program Services Division 623
Public Information Office 624
Maine Committee on Problems of the Mentally Retarded 626
Maine Municipal Bond Bank 627
Municipal Records Board 628
Board of Directors, Maine Municipal and Rural Electrification Cooperative Agency ... 629
Municipal Valuation Appeals Board 629
New England Board of Higher Education 631
Joint Select Committee on Decommissioning of Nuclear Generation Facilities 632
(Office of) Commissioner of Personnel 633
State Personnel Board 638
Plumbers' Examining Board 640
Maine Potato Quality Control Board 641
Probate Law Revision Commission 642
Advisory Committee on Maine Public Broadcasting 642
Department of Public Safety 644
Bureau of Capitol Security 648
Maine Criminal Justice Academy 649
Board of Trustees of the Maine Criminal Justice Academy 651
Office of the State Fire Marshal 652
Maine Highway Safety Committee 654
State Bureau of Identification 655
Bureau of Liquor Enforcement 658
Bureau of Safety 660
Bureau of State Police 662
Vehicle Equipment Safety Commission 669
Public Transportation Advisory Committee 670
Public Utilities Commission 670
Maine Public Utilities Financing Bank 675
Radiological Emergency Preparedness Committee 676

Continuing Education Committee (Real Estate) 677
(Board of Trustees of the) Maine State Retirement System 678
Saco River Corridor Commission 686
Maine Sardine Council 690
Maine School Building Authority 691
Department of the Secretary of State 692
Administrative Services Division (Motor Vehicles) 695
Maine State Archives 696
Division of Archives Services 698
Division of Driver Licensing and Control 699
Advisory and Review Board on Driver Licensing and Vehicle Registration 700
Examination and Enforcement Division 700
Division of Laboratory Services 702
Medical Advisory Committee (Re: Licensing of Drivers) 702
Division of Motor Vehicles 703
Division of Public Administration 705
Public Services Division 707
Division of Records Management Services 708
Advisory Committee on State Telecommunications 709
Department of Transportation 710
Bureau of Finance and Administration 713
Maine Aeronautical Advisory Board 714
Bureau of Construction 715
Maine State Ferry Advisory Board 716
Office of Human Resources and Special Services 717
Office of Internal Audit 719
Office of Legal Services 719
Bureau of Maintenance and Operations 720
Bureau of Planning 723
Office of Policy Analysis 725
Maine Port Authority 726
Bureau of Project Development 727
Bureau of Transportation Services 730
Travel Information Advisory Council 733
(Office of) Treasurer of State 734
Maine Turnpike Authority 738
Board of Trustees University of Maine 739
University of Maine Blueberry Advisory Committee 743
Bureau of Public Administration 745
Maine Veterans Small Business Loan Authority Board 746
Board of Trustees of Maine Veterans Home 748
Board of Visitors (Bangor Mental Health Institute) 749
Maine Advisory Council on Vocational Education 749
Maine Vocational Development Commission 750
New England Interstate Water Pollution Control Commission 751
Board of Certification (Water Treatment Plant Operators) 752
Maine Commission for Women 753
Workers' Compensation Commission 754

GUIDE TO ORGANIZATIONAL UNIT CHANGES:
Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus, some units are dissolved or become inactive, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units, and through the umbrella/unit number provide the key for background research in previous documents.

Organizational Units Recently Abolished. The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

Organizational Units Which Were Inactive During the Report Period. These units, though inactive during the reporting period, are listed in the index and table of contents. The data included in the report section will be limited to directory information.

Organizational Units Whose Names Have Been Changed. These units will be in the Index by the new name, umbrella and unit number.

Organizational Units Which Have Been Recently Created. These units will be included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned Sunset date will be found in the heading of each unit as appropriate.

ABOLISHED ORGANIZATIONAL UNITS

UM-Unit	*Name*	*Act*	*Citation*	*Date*
10-163	Ambulance Services, Advisory Board for Licensure of	PL 661, Sec 1	32 MRSA, Sec 73	July 82
02-368	Banking Advisory Board	PL 501, Sec 29	9-B MRSA, Sec 216	Sept 81
12-168O	Operations Division (CETA)	Administrative Combined into		
12-168R	Program and Resource Development Div. (CETA)	Program Management Division (CETA)		81
10-156	Drug Abuse Coordinating Committee	PL 703, Pt. A, Sec 40	22 MRSA, Sec 1366	July 82
94-372	Education Finance Commission	(Completed work)	PL 1977, Ch 711	Jan 79
94-320	State Employees' Appeals Board	PL 289 (1981)	5 MRSA, Sec 751	Dec 81
02-037	Home Repair Advisory Board	PL 501, Sec 23	9 MRSA, Sec 3752	Sept 81
10-158	Interdepartmental Coordinating Committee (OADAP)	PL 703, Pt A, Sec 10	22 MRSA, Sec 7111	July 82
94-286	Interstate Boundary Commission	(Completed work)	P & SL (1971), Ch 131	
10-369	Participation Review Board (to Marijuana Therapeutic Program)	PL 457 (1979)	22 MRSA, Sec 2410	Sept 81
30-303	Joint Select Committee to Study the Maine State Retirement System	(Completed work)	P & SL 1979, Ch. 63	Jan 80
92-298	Committee on Spruce-Fir Silviculture	PL 737, Sec 11A (1980)	12 MRSA, Sec 8412	Oct 81
12-168W	Women's Employment and Training Office	PL 698, Sec 119	26 MRSA, Sec 1602	

NEWLY CREATED OR RENAMED ORGANIZATIONAL UNITS

UM-Unit	*Name*	*Act*	*Citation*	*Date*
01-	Agriculture Promotion Committee (Not Created as of 7-1-82)	PL 705, Pt I	7 MRSA, Sec 402-A	May 82
10-212	Certificate of Need Advisory Committee	PL 705, Pt V, Sec 25	22 MRSA, Sec 307	May 82
10-163	Emergency Medical Services Advisory Board (Assumes some functions of the Advisory Board for Licensure of Ambulance Services)	PL 661, Sec 88	32 MRSA, Sec 88	July 82
30-366	Forest Fire Control Study Commission, Maine	PL 705, Pt H, Sec 3	1981 PL 705	May 82
94-404	Mining Excise Tax Trust Fund Board of Trustees	PL 711, Sec 2	5 MRSA, Sec 453	Aug 82
12-184	Occupational Information Coordinating Committee, Maine (formerly 12-168B created by Executive Order)	PL 705, Pt 0	26 MRSA, Sec 1452	May 82
92-427	Sterilization Procedure Review Committee	PL 621	34 MRSA, Sec 2487	July 82
10-144G	Division of Welfare Employment	(Administrative Decision)	22 MRSA, Sec 1	Nov 81
10-144J	Office of Emergency Medical Services	(Administrative Decision)	32 MRSA, Sec 3	July 82

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE

COLBURN W. JACKSON, CHAIRMAN
JO A. GILL, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3626
Mail Address: Statehouse Sta. #114, Augusta, Maine 04333
Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 352; *Citation:* 5 M.R.S.A., Sect. 285
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Board of Trustees, Group Accident and Sickness or Health Insurance, was established to administer the State employees' insurance program.

ORGANIZATION: The Board of Trustees, established in 1968, consists of six members. Two members are appointed by the Maine State Employees Association; one retired State employee is selected by the presidents of the chapters of the Retired State Employees Association; two State employees are appointed by the Governor; and the Commissioner of the Department of Finance and Administration serves as an ex officio member. The Commissioner holds the master policies.

PROGRAM: The Board of Trustees awarded contracts to Blue Cross and Blue Shield of Maine for basic health care coverage and to Union Mutual Life Insurance Company for major medical coverage for the policy year ending April 30, 1980.

PUBLICATIONS: "Your Health Care Benefits And How To Use Them." (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,595		9,595			
Health Benefits	312		312			
Retirement	1,745		1,745			
Other Fringe Benefits	58		58			
Other Contractual Service	1,962		1,962			
Commodities	447		447			
Equipment	921		921			
TOTAL EXPENDITURES	15,040		15,040			

MAINE COMMITTEE ON AGING

JOHN B. TRUSLOW, M.D., CHAIRMAN
VIRGINIA NORMAN, Staff Director

Toll Free 1-800-452-1912
Central Office: Augusta Plaza, Augusta *Telephone:* 289-3658
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: August 8, 1953 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 159; *Citation:* 22 M.R.S.A., Sect. 5108

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: It is the goal of the Maine Committee on Aging to assist the elderly of the State of Maine to have access to an adequate income in retirement, the best physical and mental health possible, without regard to economic status; suitable housing, full restorative services for those who require institutional care; opportunity for employment; retirement in health, honor and dignity; and efficient community services, including access to low-cost transportation.

ORGANIZATION: The Maine Committee on Aging was created by Chapter 176 of the private and special Laws of 1953 and was reactivated every two years after 1953, with the exception of the 103rd Legislature. Chapter 630 of the Public Laws of 1973 established a permanent Committee on Aging. In 1974 Section 5108 of Title 22 of the Revised Statutes, as enacted by Section 1 of Chapter 630 of the Public Laws of 1973, was repealed and replaced by Section 5108, Chapter 793, of the Public Laws of 1974.

In 1981, the Committee's legislation was amended to provide for confidentiality and access to resident records of the Committee's Ombudsman Program (PL 1981, Chapter 72). The Legislature further amended the Committee's legislation in 1982, PL. 1981, Chapter 703, by making it an independent advisory committee located outside the Department of Human Services.

PROGRAM: The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 191,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation and meals, but also with expanding the strengths and potentials of the old in improving the quality of life for all Maine citizens throughout their lifelong aging process. The Committee is interested in improving public understanding of aging and establishing a recognition of the values of the old in education, government, business, and daily life, not only traditionalized human services.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received a grant ($20,000 FY 80) from the Administration on Aging to administer a Nursing and Boarding Home Ombudsman Program, pursuant to legislative authority to investigate patient complaints in these facilities (22 MRSA 5112). The statewide program follows up upon complaints made by residents or on their behalf; researches issues and policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Bureau of Maine's Elderly, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Ombudsman. The program has 23 volunteer ombudsman aides statewide. During FY 1980, the Committee received five VISTA volunteers who developed community nursing and boarding home advocacy organizations and encourage their involvement in nursing and boarding homes.

The Committee's research assistant devotes half-time to investigating issues in long term care and advocating for appropriate changes with state and federal agencies and the long term care profession. Throughout the past fiscal year, the program investigated approximately 150 complaints and participated in eight major long term care education programs.

Pursuant to 22 MRSA, §5112, the Maine Committee on Aging and the Bureau of Maine's Elderly co-sponsored a two-day Blaine House Conference on Aging in Augusta during October which is attended by 400 elderly delegates. As a result of this conference, resolutions were

passed dealing with recommendations for legislative and administrative changes to benefit older people.

As a result, the following major pieces of legislation were enacted as a result of Committee proposals: L.D. 1620 *An Act to Require the Department of Human Services to Provide Home Based Care as an Alternative to Nursing Home Care;* L.D. 503 *An Act to Improve the Capacity of the Nursing Home Ombudsman Program to respond to Nursing and Boarding Home Complaints;* L.D. 1639 *An Act Concerning the Protection of Incapacitated and Dependent Adults;* L.D. 1556 *An Act to Promote Greater Efficiency through Alternative Working Hours in State Government;* L.D. 709 *An Act to Increase Eligibility Levels for the Elderly Householders Tax and Rent Refund Program;* L.D. 1263 *An Act to Provide Arthritic Drugs to Low Income Elderly;* L.D. 455 *An Act to Establish Minimum Standards for Medicare Supplement Insurance Policies;* L.D. 1659 *An Act to Establish Rights for Residents of Nursing, Boarding and Foster Homes;* L.D. 203 *An Act to Establish an Income Tax Credit for Home Based Care Expenses Provided by Families;* and LD 1847, *An Act to Require Mandatory Reporting of Elderly Abuse.*

Throughout the year, the Committee held meetings on the third Monday of each month. Subcommittees met more frequently, particularly the five-member Technical Review Subcommittee, which reviewed all proposals for funding elderly related programs under the Older Americans Act, and, in cooperation with the Maine Human Services Council, reviews elderly related proposals under Title XX of the Social Security Act and the Priority Social Services Program. Minutes of all meetings are on file and available to the public.

The Committee also formed an Ad Hoc Committee on Health Care Costs which has met monthly since September, 1981.

Throughout the year, the Committee conducts meetings and seminars with senior citizen groups and other interested groups. The Committee also conducted meetings statewide with the five Task Forces on Aging to determine the interests and priorities for the 1980 Blaine House Conference on Aging and the 110th Legislature.

LICENSES, PERMITS, ETC.

The Committee empowers 25 citizens to enter onto the premises of Maine's nursing and boarding homes to follow up on resident complaints.

PUBLICATIONS:

Over 60: A Progress Report (on location use only)

A Consumer's Guide to Maine Nursing Homes (free)

Conference Proceedings: The 1978 Blaine House Conference on Aging (free)

Informational pamphlet on Nursing and Boarding Home Ombudsman Program, available in English or French (free)

1980 Blaine House Conference on Aging: A Report of Proceedings and Recommendations

Maine Elderly Opinions: Responses to a Questionnaire, February, 1982

Maine Elderly Abuse Survey, April, 1981

Proceedings from Health Care Cost Public Hearings, April, 1982

FINANCES, FISCAL YEAR 1982: The expenditures of this unit, amounted to $90,000 in FY 82.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

STEWART N. SMITH, COMMISSIONER
DANIEL HARLAN, Deputy
SARAH E. REDFIELD, Associate

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3871
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1852 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001; *Citation:* 7 M.R.S.A., Sect. 1

Average Count—All Positions: 244 *Legislative Count:* 99.5

Organizational Units:

- Administrative Services Divisions
- Bureau of Agricultural Marketing
  - Division of Market Development
  - Division of Grading Services
  - Maine Potato Commission
  - Maine Dairy and Nutrition Council
  - Maine Dairy Promotion Board
  - Maine Potato Marketing Committee
  - Maine Agricultural Bargaining Board
- Bureau of Agricultural Production
  - Division of Poultry and Livestock
  - Division of Plant Industry
    - (Office of) State Horticulturist
  - Seed Potato Board
  - State Board of Veterinary Medicine
- Bureau of Agricultural and Rural Resources
  - Division of Resource Development
  - Board of Pesticides Control
  - State Harness Racing Commission
  - State Soil and Water Conservation Commission
    - (Office of) Inspector of Dams
- Bureau of Public Services
  - Division of Regulation
    - (Office of) Sealer of Weights and Measures
  - Division of Animal Welfare
  - Animal Welfare Advisory Board
  - Maine Milk Commission

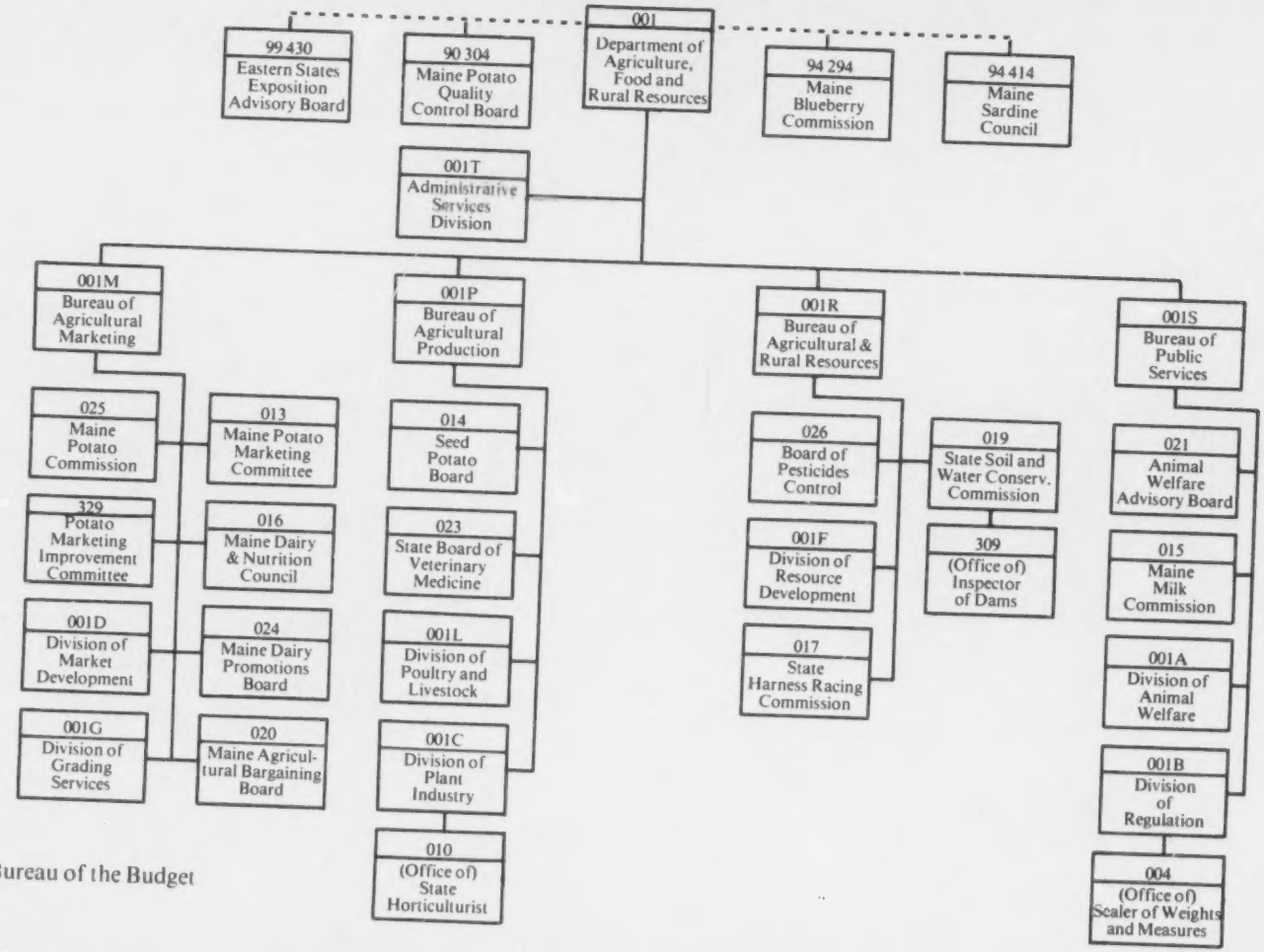
PURPOSE: The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture and advance the interests of husbandry through the conservation and improvement of the soil and cropland of the State; the adaptation of various agricultural and horticultural products to the soils and climate of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the fullest possible development of the natural resources of the State.

The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, and issue certificates of inspection; to grant licenses and permits; to collect fines and legal and usual fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, and provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register economic poisons and license their use; to investigate and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION: The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now Board of Veterinary Medicine) was created in 1905.

ORGANIZATIONAL CHART
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES
UMB 01



Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,331,058	1,700,676	1,176,174		419,791	34,417
Health Benefits	110,657	53,381	39,898		16,258	1,120
Retirement	487,294	251,847	170,344		59,981	5,122
Other Fringe Benefits	11,436	8,495	2,400		525	16
Computer Services—State	7,914	2,030	5,174		710	
Other Contractual Service	1,857,608	653,869	1,072,336		64,892	66,511
Rents	22,100	4,316	17,148		178	458
Commodities	216,973	70,935	94,858		2,601	48,579
Grants—Subsidies—Pensions	1,352,867	73,957	1,252,297		22,157	4,456
Equipment	37,000	5,276	27,278		4,446	
Transfers to Other Funds	191,745	75,000	95,999		16,304	4,442
TOTAL EXPENDITURES	7,626,652	2,899,782	3,953,906		607,843	165,121

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural Resources and authorized the reorganization of the department into four bureaus containing the existing divisions and agencies as depicted on the department's organizational chart.

PROGRAM: The 109th Legislature, acknowledging the significance and potential of Maine agriculture, created the blueprint for its further development by enacting the Agricultural Development Act of 1980; a measure which changed the role of the department from an agency which was primarily regulatory to one focused on advocacy and development. Specific activities of the department during FY82 are discussed in the following reports of its organizational units.

LICENSES, PERMITS, ETC.:

License:

Fairs & Agricultural Exhibitions.

PUBLICATIONS:

Laws relating to Maine fairs, includes

Stipend
Licensing of Exhibitions
Sales
Entry Fees
Pulling Events
Pari-Mutuel Pools

Maine Agricultural Statistics
Programs of the Maine Department of Agriculture, Food & Rural Resources
List of Free Publications of Department
Maine-ly Agriculture (weekly)—$5 annual subscription.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $205,000 in FY 82 and are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2001
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001T; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 9 *Legislative Count:* 9

PURPOSE: The Administrative Services Division provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

ORGANIZATION: The Division of Administration originally created in 1919, is part of the Office of the Commissioner. Chapter 731 of Public Laws of 1979 repealed the Statutory Reference which created this unit.

PROGRAM: The Division is organized into two distinct units—Finance and Personnel. The Finance Unit assists the Commissioner's office and Bureau/Division Directors in financial planning and in the preparation and management of annual and biennial budgets and work programs. It is the administrative unit responsible for maintaining centralized accountability for all department expenditures and financial transactions in order to insure their legality and correctness. The unit maintains the accounting records for all income and expenditures, processes bills and expense accounts for payment, maintains and controls leases and contracts, prepares purchase orders, maintains vehicle records and capital equipment inventory control records. The Personnel Unit handles broad personnel and labor relations functions including processing all department payrolls and personnel actions, maintaining personnel records, providing technical assistance in writing job descriptions and understanding the performance appraisal system, and advises staff at all levels on personnel rules and regulations.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	293,976	293,976				
Health Benefits	7,893	7,893				
Retirement	42,565	42,565				
Other Fringe Benefits	4,486	4,486				
Computer Services—State	2	2				
Other Contractual Service	88,088	65,175	22,913			
Rents	84	84				
Commodities	18,483	15,528	2,955			
Grants—Subsidies—Pensions	400,165	3,687	396,478			
Equipment	1,542	210	1,332			
Transfers to Other Funds	598		598			
TOTAL EXPENDITURES	857,882	433,606	424,276			

BUREAU OF AGRICULTURAL MARKETING

DONALD W. WESTFALL, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001M; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Agricultural Marketing was created by the Agricultural Development Act of 1980 to coordinate, expand and improve the domestic and foreign marketing of Maine agricultural products. The Bureau reestablishes the department's capability for creative market development.

ORGANIZATION: The Bureau has two operating divisions and five marketing agencies reporting to it. These are the Division of Market Development, Division of Grading Services, Potato Marketing Committee, Maine Potato Commission, Agricultural Bargaining Board, Dairy & Nutrition Council and Dairy Promotion Board.

PROGRAM: Primary responsibility for implementing most programs of the Bureau resides in a particular division. Some interdivision activities are coordinated by the Bureau Director, but the following programs are the specific responsibility of the Director:

Apple Market Order: Working with the Commissioner's Office and the Maine Pomological Society, the Bureau coordinated preparation of a Market Order for apples. After public hearings, a referendum of apple producers affected by the plan was held, and the order was narrowly defeated.

Blueberry Trade Mission: The Bureau contributed funds to enable Dr. Amr Ismail, Professor of Horticulture at the University of Maine, Orono, to participate in a blueberry trade mission to the orient. Dr. Ismail served as a consultant to industry executives who made valuable contacts in this emerging market.

Central Sales Grants: The Bureau Director serves as chairman of the Maine Marketing Committee, an organization set up to dispense federal grant funds to groups of potato growers interested in centralized marketing of their production. This program was reactivated late in the fiscal year, and criteria for making grants were established by committee.

Maine Potato Export Board: A proposal submitted by the Bureau and the Maine Potato Commission to the Federal-State Market Improvement program was accepted, funding the Maine Potato Export Board for a second year. In addition, the Bureau was instrumental in obtaining a grant for the Board from the Eastern United States Agricultural and Food Exporting Council, Inc. Funds totalling $1,800 will be used to defray expenses of the Executive Director on a trade mission to Venezuela, and the Caribbean.

Potato Market Improvement Committee: Established by the 110th Legislature, the Potato Market Improvement Committee advises the Commissioner on loans made from the $5,000,000 Potato Market Improvement Fund. The Bureau Director represents the Department on the Committee. Funding for the administrative needs of the Committee was not provided until the second special session of the Legislature. A Request for Proposals was prepared and a consultant, who will coordinate Committee activities and the loan program, will be hired shortly after the beginning of the new fiscal year.

Potato Quality Control Board: The Bureau Director represents the department on the Quality Control Board. In addition, he works with the Executive Director of the Board and the Director of the Divisions of Market Development and Grading Services to promote the use of the Maine Bag grades by potato packers. Over 75% of tablestock inspections performed by the Federal-State Inspection Service during the season were for participants in the "Maine Bag" program. In addition, the Bureau sponsored a booth at the Northern Aroostook AgriBusiness Fair to promote the Maine Bag grades.

U.S. International Food Show: The first USIFS was held in New York in April and was, by all accounts, an overwhelming success. The Bureau sponsored booths manned by Potato Service Company, a potato processor located in Presque Isle; the Maine Potato Commission; and the Wild Blueberry Association of North America. The Department's display featured Maine apples.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL MARKETING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	968,036	238,256	413,434		316,346	
Health Benefits	31,302	6,514	12,285		12,503	
Retirement	141,648	36,196	60,148		45,304	
Other Fringe Benefits	2,183	1,014	809		360	
Computer Services—State	2,001	2,001				
Other Contractual Service	267,009	176,114	71,714		19,181	
Rents	7,322	3,887	3,435			
Commodities	20,812	20,013	799			
Grants—Subsidies—Pensions	29,111	4,073	2,931		22,107	
Equipment	376	376				
Transfers to Other Funds	24,734		14,243		10,491	
TOTAL EXPENDITURES	1,494,534	488,444	579,798		426,292	

DIVISION OF MARKET DEVELOPMENT

JOHN B. COLTON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001D; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 6 *Legislative Count:* 7.5

PURPOSE: The purpose of the Division of Market Development is to expand and promote the marketing of Maine agricultural products and resources. This division is responsible for implementing those policies of the Bureau of Agricultural Marketing which concern market developments; collecting and disseminating market information in order to find optimal market structures and to enhance the competitive position of Maine growers. Promotional activities to further Maine agricultural interests state wide, regionally, nationally, and internationally are also the responsibilities of the division.

ORGANIZATION: The Division of Market Development was established in 1981. It encompasses the former Division of Promotions in addition to new developmental responsibilities set out in the Agricultural Development Act of 1980. The division reports to the Bureau of Agricultural Marketing.

PROGRAM:

Direct marketing involves the sale of agricultural products through a direct transaction between producers or producer cooperatives, and consumers. It offers the potential for supplying fresh and reasonably priced quality food to consumers while providing more profitable returns to farmers, and encouraging local production. The division facilitates direct marketing by assisting farmers in the formation and operation of farmers' markets and marketing cooperatives; printing and distributing the "Farmer to Consumer" directory, a means of bringing farmers and food buyers together; and certifying producers to market under the Institutional Purchases Law which gives preference to Maine food producers in the sale of foodstuffs to certain Maine institutions.

The **informational services** program provides farmers, governmental agencies, businesses and consumers with information related to agricultural production and marketing in Maine, and, to a more limited extent New England, the United States and foreign market areas. The division gathers and disseminates state-wide commodity information reports on crop conditions and progress during the summer growing months, and publishes annual productions data. Weekly commodity price information is reported to the news media, and the division and the USDA cooperatively fund a Market News Office in Presque Isle which issues a daily potato bulletin during the potato shipping season. The division participates in the USDA's Trade Opportunity Referral System and Export Briefs program which provide export leads for Maine growers, processors and shippers.

A number of activities are directed at the **promotion** of Maine agricultural interests. A major campaign initiated in 1980 entitled "Maine Produces" is intended to promote the support of Maine agriculture, give new visibility to Maine's agricultural industries, and create an increased demand for Maine-grown products. This effort has included development of a Maine agricultural logo. Through the use of posters, buttons, bumper stickers, brochures, public service announcements, and other devices, it is hoped that the logo will become a familiar symbol which will enable buyers to readily identify and purchase Maine products. A "Maine Produces" exhibit is displayed and staffed at the Maine agricultural fairs. This campaign also makes use of special events to increase public awareness of Maine products such as a cooking contest to promote recipes using Maine produce, an event which resulted in publication of a cookbook entitled "Maine Produces—Prize-Winning Recipes from the First State of Maine Cooking Contest." Another promotional tool is the special exhibit which provides an opportunity for various agricultural organizations to offer information and samples to the public. Promotion of Maine agriculture through annual trade shows and expositions has been a long

standing function of the Department. The Division of Market Development coordinates the Maine Agricultural Trades Show and provides exhibits for all major Maine agricultural products at the Eastern States Exposition held annually in West Springfield, Massachusetts. Promotional assistance is also available to commodity production organizations for such events as the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, etc.

The division promotes the export of Maine agricultural products through membership in the Eastern United States Agricultural Food and Export Council, Inc. (EUSAFEC), headquartered in the World Trade Center, New York City. EUSAFEC sponsors international trade shows, informs members of trades shows and exchanges sponsored by other countries, provides technical assistance to businesses interested in expanding to foreign markets, and generally supplies expertise to the division in matters related to foreign trade.

LICENSES, PERMITS, ETC:

The Division of Market Development certifies eligible Maine producers who wish to market under the terms of the Institutional Purchases Act.

PUBLICATIONS:

Farmer to Consumer Directory, a guide to Maine Farmers' Markets, Roadside Stands and Orchards
Farming in Maine
Maine Agricultural Fairs
Maine Agricultural Products Buyers Guide
Maine Export Directory
Motion Pictures from Maine
Recipe booklets on Maine apples, baked beans, chicken barbecue, blueberries, potatoes and maple syrup
Maine Apple Varieties

Above publications are free.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $230,000 in FY 82 and are, by administrative decision, included with those of Bureau of Agricultural Marketing.

DIVISION OF GRADING SERVICES

CARL M. BROWN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2161
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1917 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001G; *Citation:* 7 M.R.S.A. Sect. 3
Average Count-All Positions: 68 *Legislative Count:* 6

PURPOSE: The Division of Grading Services was established to grade and/or inspect agricultural products for quality, condition, grade and size at applicant's request on a fee basis, and to inspect certain agricultural products on a regulatory basis. Its primary responsibilities are to inspect fruit and vegetables for members of the industry requesting the service; to grade poultry at poultry processing plants for quality; and to inspect eggs at various packing plants.

ORGANIZATION: The Division of Grading Services was established as the Bureau of Markets in 1917 by legislation which authorized the Commissioner of Agriculture to expend money in the study of methods and costs of marketing farm products and purchasing farm supplies by employing agents and experts to work with the Farmer's Union of Maine, the Fruit Growers Association and other farm organizations. The Bureau was redesignated the Division of Markets in 1919, taking on other duties since that time, until today it is primarily concerned with the inspection and grading of various farm products and is now known as the Division of Grading Services.

PROGRAM:

Fruit and Vegetable Inspection. The Division of Grading Services maintains an office in Caribou where 98% of the Shipping Point inspection program on potatoes is carried out. This office is manned by a chief potato inspector, two supervisors, and two clerks—plus 26 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by the same. We also have several inspectors in the various Processing Plants located in Aroostook County. The division also has one inspector on apples in the Central and Southern part of the state. This man also checks the various Controlled Atmosphere Storage on apples to make sure they meet the Controlled Atmosphere Law. Furthermore, this man handles all Terminal Market Inspections on fruit and vegetables at the various markets in the state on request by the applicant.

Poultry and Egg Grading. The Division has 12 regular graders on the poultry and egg program plus two spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the Department of Agriculture for grading service. It is the poultry grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

Bean and Pea Inspection. The Division uses one person on bean inspection at South Paris and three employees on peas in Caribou during the processing season.

Objective Yield on Potatoes. Six people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees are reimbursed by the USDA.

In addition to the above activities the Division of Grading Services has taken over the responsibility for the enforcement of the Maine Potato Licensing law, and dry bean law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes and dry beans (in wholesale or jobbing quantities) to obtain a license.

The Division also enforces the federal Egg Products Act for which the Department is reimbursed by the Federal Government.

LICENSES, PERMITS, ETC.:

License:
- Users of Blue, White & Red Trademark
- Providers (of trademark supplies)
- Potato Handler's
- Dry Bean Dealer's

Registration:
- Controlled Atmosphere Apple Storage

PUBLICATIONS:

Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)

Laws relating to Establishing Licensing for dry bean dealers (free)

(The following are all mimeographed sheets—free)

Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples

Requirements for Use of State of Maine Blue, White and Red State Trademark

Requirements for Use of State of Maine Blue, White and Red Trademark on Maple Syrup
Maple Regulations
Maple Standards

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $1,044,000 in FY 82 and are, by administrative decision, included with those of Bureau of Agricultural Marketing.

MAINE POTATO COMMISSION

STEVEN G. ULMAN, CHAIRMAN
EDWIN S. PLISSEY, Executive Director

Central Office: 744 Main St., Presque Isle *Telephone:* 769-5061
Mail Address: 744 Main St., Room 9, Presque Isle, Maine 04769
Established: August 20, 1955 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 025; *Citation:* 36 M.R.S.A., Sect. 4563
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Potato Commission was established to conserve and promote the prosperity and welfare of the potato industry of the State of Maine. The primary responsibilities of the Commission are to appropriate, expend and otherwise administer monies received from the excise tax on potatoes raised in Maine for such purposes as the Commission determines to be in the best interest of the Maine potato industry. Funds are used to advertise and promote the sale of Maine potatoes and to underwrite research, better methods of producing, shipping, merchandising and manufacturing of potato products.

ORGANIZATION: The Maine Potato Commission was established by the Legislature in 1955 to replace the Maine Potato Tax Committee which was created in 1941 to advise the Maine Development Commission in the administration of revenue derived from the potato tax imposed in 1937. The Potato Commission, like its predecessor, the Potato Tax Committee, initially was a five-member group appointed by the Commissioner of Agriculture from among members of the Maine potato industry. In 1971, membership on the Commission was expanded to seven members, serving three-year terms, representing grower, processor and shipper elements of the industry. The Commission selects a chairman and vice- chairman from its members, and appoints an Executive Director to administer programs and policies established by the Commission.

PROGRAM: During fiscal year 1981-82 the Maine potato program continued its new direction in advertising and promotion utilizing new logo and merchandising themes and directing greater emphasis on the first decision maker in purchasing potatoes, the chain buyer, institutional buyer and wholesale broker. A strengthened market area trade dinner program was established with additional promotional dinners conducted in the Boston and in the Greater Hartford marketplace. To complement the program, media purchases in institutional magazines reaching the hotel and restaurant industry, and the potato chip manufacturing industry were also initiated. Radio media work was concentrated in the greater Boston marketplace where competition with Canadian import potatoes has become quite severe.

A new program established during the 1981-82 marketing season featured the introduction of a spokesperson personality, Brittany Baker, in the marketplace. Brittany Baker, an attractive, young homemaker image made special visits to store openings and trade shows throughout the market area during the 1981-82 marketing period. Radio and television interviews achieved substantial requests for recipes and generated a consumer awareness of the Maine potato product line without the expensive cost of media purchase. In addition, merchandising efforts by our merchandising team continued to impact on the hotel and restaurant and institutional trade with the promotion of the Maine BelRus, an institutional pack Russet product line.

Promotional events attended during the just completed fiscal year included the Eastern States Exposition at West Springfield, Mass., the National Potato Council annual meeting in Denver, Colorado, the Eastern United States Chip Potato Seminar at Syracuse, New York, the Pennsylvania Farm Show, Harrisburg, Pa., the Maine Agricultural Trades Show at Augusta, the Produce Marketing Association annual produce show in Boston, Mass., the New England Hotel and Restaurant Show in Boston, Mass., the Maine Hotel and Restaurant Show in Portland, Maine and the Aroostook County Agricultural Trade Show in Presque Isle. Additional export shows were participated in in New York City and tours to the Caribbean rim countries, the Central American countries, and South American countries were conducted during the market period to promote the exports of Maine seed potatoes and potato products. In addition, the Commission participated in hosting a group of Central American and Caribbean rim potato importers at the Maine Foundation Seed test plots at Homestead, Fla. in January.

Advertising. The advertising program for the Maine Potato Commission during 1981-82 was conducted with the consulting and preparation services of Jackson Advertising Co. of Portland, Maine. An entire new line of point-of-purchase display kits, featuring our promotional personality, Brittany Baker, and 100,000 new recipe leaflets were prepared for distribution throughout the market area. Media advertising was directed through the produce journals, The Packer and Produce News, the Potato Chip/Snack Food Association magazine, the Spudman newspaper in cooperation with the Maine State Seed Potato Board, the Restaurant and Business News and several specialty publications of the produce trade including the newsletters of the United Fresh Fruit and Vegetable Association and the Produce Marketing Association. The Maine potato industry promotion efforts again were awarded a Maine Advertising Council Broderson Award for its outstanding effort in institutional ads placed for the hotel and restaurant trade.

The Maine Potato Commission also cooperated with the advertising efforts of the National Potato Promotion Board and attended their administrative committee meetings to design cooperative efforts in seed potato export promotion and potato products promotion. During the 1981-82 market season, the Maine Potato Commission continued to support the functions and provided leadership to the Maine Russet Market Order and the new Maine Quality Bag Program. Special effort was made to advertise the new Maine Quality Bag Program throughout the market area and merchandising visits were dedicated to introducing the Maine quality bag in the key markets from Washington-Baltimore on the South to greater Boston on the North.

Market Education Programs. Market Education programs during 1981-82 included a successful one-day marketing and merchandising seminar held in conjunction with the Maine Potato Blossom Festival, a two-day Third Annual Potato Chip growers educational seminar, and cooperative sponsorship of several programs with the Cooperative Extension staff of the University of Maine including a pesticide information series, an anti-bruise educational effort for both harvest and packing out of storage and informational events held on research reporting at the University of Maine in Orono, at Porter Farm in Masardis and at the Experiment Station at Aroostook Farm in Presque Isle.

Research Programs. During fiscal year 1981-82, the Maine Potato industry tax funds were expanded to support research work. $121,000 was appropriated and directed to Maine Agricultural Experiment Station, the USDA, and the Extension Service for numerous research projects, including the Maine potato breeding program. The research projects included, in addition to potato breeding, Colorado potato beetle control, virus vector and transmission control, ELISA identification of viruses, potato storage facilities and packing line facilities research, alternate crops investigations, agronomic studies at Aroostook Farm and Nokomis research site in Newport, and potato processing quality evaluations. Considerable effort was also devoted to the Food Science Department to evaluate its status and to petition for continuing of that vitally needed research facility for Maine agriculture. The Maine Potato Commission is especially appreciative of the cooperation received from the Director and Associate Director of the Maine Agricultural Experiment Station and the project leader for the USDA research staff headquartered at Orono, Maine.

Others. During 1981-82 funds from the Maine potato tax were also made available to the Maine Potato Sales Association, the Maine Potato Blossom Festival and to the Maine Potato Council, which receives 20% of potato industry tax funds. The Potato Commission cooperated closely with the Long Range Planning Committee of the potato industry and provided $10,000 of special funding for implementation of that redevelopment program for the potato industry.

In addition, the Executive Director has served as secretary of that committee during its development.

Office facilities and clerical assistance were provided to the Maine Potato Export Board which functions in close cooperation with the program of the Potato Commission. Secretarial support of the Maine Russet Marketing Order program and clerical support of the Maine Potato Sales Association was also provided during the fiscal year. The Executive Director and executive officer of the Maine Potato Commission also provided leadership to the program of the Maine Potato Blossom Festival, the Northern Maine Agricultural Trades Show, the Northern Maine Fair, and participated on special committees for development of the alternate crop, broccoli, sunflowers, and small grains marketing.

Executive leadership and financial support were provided to the Maine Quality Bag program and the Maine Russet Potato Marketing Order.

In addition, the Maine Potato Commission has maintained active membership and full cooperation of the programs of the National Potato Promotion Board, the National Potato Council, the United Fresh Fruit and Vegetable Association, the Potato Association of America, the Maine Plant Food Education Society, and the Maine Hotel and Restaurant Association.

PUBLICATIONS:

Laws relating to the Maine Potato Commission (mimeographed—free)
Maine Potato Recipe booklets (printed—free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	55,195		55,195			
Health Benefits	2,303		2,303			
Retirement	9,307		9,307			
Other Fringe Benefits	151		151			
Other Contractual Service	178,439		178,439			
Rents	3,712		3,712			
Commodities	2,408		2,408			
Grants—Subsidies—Pensions	173,998		173,998			
Equipment	3,027		3,027			
Transfers to Other Funds	24,696		24,696			
TOTAL EXPENDITURES	453,236		453,236			

MAINE DAIRY AND NUTRITION COUNCIL

KATHERINE FOWLER, CHAIRMAN
WAYNE L. THURSTON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333
Established: January 1, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 016; *Citation:* 36 M.R.S.A., Sect. 4523
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Dairy and Nutrition Council was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and

why, and to aid in the training of professionals in the science of nutrition. The Council's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

ORGANIZATION: The Maine Dairy and Nutrition Council was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent per cwt, shared by Maine Milk dealers and producers shipping on the Maine market. Promotion functions were then under supervision of the Maine Development Commission. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee, its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955, and in 1969 cwt fees for promotion were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council was renamed the Maine Dairy and Nutrition Council.

PROGRAM: The Maine Dairy and Nutrition Council is concerned with state-wide nutrition education in food selection and use. A program for training teachers through a series of workshops, instigated five years ago, proved to be highly effective and has been continually expanded to include various other segments of the society such as, Extension Aides, Head Start Cooks and staff, Practical Nurses, health department personnel, and community leaders. These leaders can then go back to their community and teach civic groups. The minimum amount of teacher training is set at four hours with a limit of 20 participants per staff nutritionist.

During the sessions the Dairy and Nutrition Council nutritionists build a background in nutrition for the teacher and an understanding of the behavioral approach to education. These two subjects are then correlated along with Dairy Council teaching tools into learning experiences. Teachers are then able to incorporate nutrition into lessons such as science or social studies. Through these creative classroom activities the students learn how to choose and eat balanced meals each day.

In addition to various workshops, the Dairy and Nutrition Council provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education. It also provides a free film library service. The Dairy and Nutrition Council exhibits at several state functions such as conventions of the Maine Medical Association, Maine Home Economists, Maine Nurses, and the Maine Teachers Association as well as Farm Days, Maine Agriculture Trades Show and several of the smaller community functions. Materials and programs used by the Maine Dairy and Nutrition Council have been developed by the National Dairy Council in Chicago, Ill., and have been reviewed and/or approved by such organizations as the American Dental Association, American Medical Association and American Dietetic Association.

As a unit affiliated with the National Dairy Council, the Maine Dairy and Nutrition Council has at its disposal a resource in the nutrition needs of men, women and children. It uses this information to contribute to the optimal health and well-being of citizens of Maine.

In 1978 a new Nutrition Program called *Food: Your Choice* was introduced to the teachers in Maine elementary schools. This is a complete curriculum developed by National Dairy Council for teaching basic nutrition to elementary students in grades Kindergarten through 6. Initial response to this program has been excellent not only in Maine, but across the country.

Encouraged by the success of this elementary program, a program has now been further developed and extended to include grades 7 thru 12.

January, 1980, a new curriculum entitled, FOOD: EARLY CHOICES was developed for preschool age children and is already being used extensively by Headstart and Day Care Centers here in Maine.

In 1981 another new curriculum entitled TASTE...YOUR CHOICE was developed for school food service managers. It's designed to support and enhance the school's nutrition education efforts.

PUBLICATIONS: Catalog and Order blank listing all available materials with a brief description of each (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	45,557		45,557			
Health Benefits	1.894		1,894			
Retirement	6,306		6,306			
Other Fringe Benefits	25		25			
Other Contractual Service	17,676		17,676			
Rents	1,500		1,500			
Commodities	30,663		30,663			
Grants—Subsidies—Pensions	7,704		7,704			
Transfers to Other Funds	10,594		10,594			
TOTAL EXPENDITURES	121,919		121.919			

MAINE DAIRY PROMOTIONS BOARD

ROBERT ALLEN, CHAIRMAN
WAYNE L. THURSTON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333
Telephone: 289-3621

Established: 1953
Sunset Termination Scheduled to Start by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 024; *Citation:* 36 M.R.S.A., Sect. 4503.

Average Count—All Positions: 2
Legislative Count: 0

PURPOSE: The Maine Dairy Promotion Board was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The Board is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Board may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

ORGANIZATION: Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine-produced milk. As a result of a reorganization act passed by the 105th Legislature, the Committee was incorporated within the Department of Agriculture, with the Commissioner of Agriculture being delegated the responsibility for developing operating budgets and of hiring necessary personnel to administer the program.

On June 15, 1979, the first regular session of the 109th Legislature approved, subject to dairy farmer referendum, an act setting the rate of assessment to dairy farmers at .8 of 1% of the average Class I Price per cwt rounded to the nearest tenth of one cent, for the promotion of milk and dairy products. Subsequently, the Maine dairy farmers in referendum did approve the act to become effective January 1, 1980.

At the same time they changed the name of the Maine Milk Tax Committee to Maine Dairy Promotions Board.

The Maine Supreme Court has ruled that a binding referendum is unconstitutional. It now remains fo the legislature to enact the law without the referendum clause. Until then, the farmers are limited to 5¢ per cwt to keep Maine's milk consumption the highest in the nation.

PROGRAM: The Maine Dairy Promotion Board, in conjunction with ADA, of which they are an affiliated member, once again implemented a promotion and advertising program on behalf of the dairy farmers of Maine.

Television was considered the most cost effective media for promoting the use of milk by consumers. Therefore, the major part of our advertising budget was devoted to this media supplemented by radio and print.

The Advertising program was supplemented by several special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products.

In-Store Merchandising. Point of purchase materials were professionally placed in 195 major Maine supermarkets. Two separate promotions were run in January and June. The in-store campaigns received constant praise from chain stores as being the finest of its kind.

Print advertising for non-brand milk promotion is considered as the least effective media and therefore, has been used only for the promotion of special merchandising support. For such support all of Maine's daily newspapers plus the Grange Herald and the Maine Grocers Bulletin were used.

In addition to the preceding and for the benefit of those Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board contracts with the Milk Promotion Services, Inc., located in Montpelier, Vermont, to carry out a similar promotional program in that marketing area.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY PROMOTIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	47,223		47,223			
Health Benefits	1,365		1,365			
Retirement	6,616		6,616			
Other Contractual Service	280,253		280,253			
Rents	1,500		1,500			
Commodities	8,303		8,303			
Grants—Subsidies—Pensions	131,525		131,525			
Equipment	645		645			
Transfers to Other Funds	6,768		6,768			
TOTAL EXPENDITURES	484,198		484,198			

MAINE POTATO MARKETING COMMITTEE

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Telephone: 289-3491

Established: 1953
Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 013; *Citation:* 7 M.R.S.A., Sect. 995

Average Count—All Positions: 0
Legislative Count: 0

PURPOSE: The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for that purpose.

ORGANIZATION: The Maine Potato Marketing Committee was authorized in 1953 pursuant to the Maine Potato Marketing Act. The Committee consists of 8 members, of whom 5 shall be producers and 3 shall be handlers. For each member of the Committee there must be an alternate who shall have the same qualifications as the member. Persons selected as Committee members or alternates to represent producers shall be individuals who are producers in the respective district from which selected or officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers shall be individuals who are handlers in the State or officers of employees of a corporate handler in this State and such persons must be residents of the State.

PROGRAM: The Maine Potato Marketing Committee was constituted for the first time since authorization by the establishment of a Maine Russet Potato Marketing Order in August 1979. The Committee's responsibility is limited to the marketing of russet varieties of Maine potatoes.

FINANCES, FISCAL YEAR 1982: This unit did not receive or expend funds in FY 82.

POTATO MARKET IMPROVEMENT COMMITTEE

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle
Mail Address: 744 Main Street, Presque Isle, Maine 04769
Telephone: 764-6119

Established: 1981
Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 329; *Citation:* 7 M.R.S.A., Sect. 972

Average Count—All Positions: 0
Legislative Count: 0

PURPOSE: The Potato Market Improvement Committee's purpose is to help stimulate the improvement of the potato industry, to advise the Commissioner on the development and implementation of improved potato marketing systems, particularly storages and central packing facilities; and to advise the commissioner concerning funding and expenditures of the Potato Market Improvement Fund.

ORGANIZATION: The Potato Market Improvement Committee was created in 1981. The committee consists of 8 members appointed by the Commissioner, of whom one member represents the University of Maine; one member represents the Maine Potato Council; one member represents the Maine Potato Commission; one member represents the Maine Potato Sales Association; one member represents the Farmers Home Administration; one member represents the Farm Credit Service; one member represents the State Development Office; and one member represents the public.

PROGRAM: The Committee's principal responsibility is to advise the Commissioner of Agriculture on the disposition of loan funds made available through the sale of State revenue bonds. The Committee made preliminary recommendations on project eligibility and suggested that a thorough analysis of potato industry needs in the area of improved storages and centralized packing be undertaken before loans are made. As a result, a request for proposals to coordinate the activities of the Committee and provide advice on loan criteria was published in June, 1982.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Department of Agriculture, Food and Rural Resources.

MAINE AGRICULTURAL BARGAINING BOARD

STEWART N. SMITH, COMMISSIONER

Central Office: Deering Bldg. (AMHI), Augusta; *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 020; *Citation:* 13 M.R.S.A., Sect. 1956
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Agricultural Marketing and Bargaining Act provides for the producers and handlers of agricultural products to negotiate in good faith with regard to the production, sale and marketing of the product involved.

Any agricultural organization which feels it is qualified, may submit an application to the board for consideration to be qualified as a bargaining agent.

ORGANIZATION: The Maine Agricultural Marketing and Bargaining Act was enacted in 1973 by the 106th Legislature. This Act provides for a bargaining board of 5 members, appointed by the Governor: 1 producer, 1 handler and 3 public members.

PROGRAM: Demands for certification and arbitration between agricultural producers and handlers did not arise during the past fiscal year.

LICENSES, PERMITS, ETC.:
Qualifications:
Producers' (Bargaining) Associations

FINANCES, FISCAL YEAR 1982: Unit not funded in FY 82.

BUREAU OF AGRICULTURAL PRODUCTION

PETER N. MOSHER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Telephone: 289-3701

Established: 1980
Sunset Review Required By: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001P; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 2
Legislative Count: 2

PURPOSE: The Bureau of Agricultural Production was established by the Agricultural Development Act of 1980 to provide increased capability for the development of livestock and crop enterprises as well as feed and cover crops, oil crops, and vegetables. To carry out this responsibility, the Bureau has developed programs to prevent, control and eliminate plant and animal diseases; to develop and expand production of the livestock, poultry and plant industries in the State; and to encourage improved potato production and promising new field crops; and to generally promote horticulture and animal husbandry.

ORGANIZATION: To conduct and administer these programs, the Bureau is organized into two divisions: the Division of Poultry and Livestock, and the Division of Plant Industry. The Division of Poultry and Livestock has primary responsibility for the prevention of contagious diseases among domestic animals, for promotion and development of livestock production, and for supervision of the Federal-State disease control laboratory. The Division of Plant Industry has three major activities; certification of seed potatoes, general horticulture, and crop development and promotion.

PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL PRODUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	683,771	335,707	303,169		44,895	
Health Benefits	22,622	9,809	11,300		1,713	
Retirement	101,078	50,335	44,204		6,539	
Other Fringe Benefits	1,331	567	708		56	
Other Contractual Service	227,711	78,778	147,195		1,738	
Rents	6,990	41	6,949			
Commodities	51,113	21,815	28,599		699	
Grants—Subsidies—Pensions	33,365	31,365	2,000			
Equipment	18,148	1,408	14,613		2,127	
Transfers to Other Funds	89,797	75,000	13,373		1,424	
TOTAL EXPENDITURES	1,235,926	604,625	572,110		59,191	

DIVISION OF POULTRY AND LIVESTOCK

JOHN A. SMILEY, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919 *Sunset Review Required By:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001L; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 13 *Legislative Count:* 10

PURPOSE: Principal functions of the Division of Poultry and Livestock Production are to prevent the introduction and spread of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to man either directly or indirectly and those of greatest economic importance; to maintain fair and equitable practices in the buying and selling of poultry and livestock and to suppress practices in those transactions which tend to minimize the elimination of diseased and unfit animals; to supervise and maintain the State-Federal laboratory for disease control purposes; to assist the secretary of the Board of Veterinary Examiners; and to promote animal husbandry in this State.

ORGANIZATION: The Division of Animal Industry was established in 1919 as a unit of the Department of Agriculture. Under the Maine Agricultural Development Act of 1980 the name was changed to Poultry and Livestock Production in the Bureau of Agricultural Productions. The new Bureau is responsible for functions directly related to the development and maintenance of the State's food and fiber production capabilities and with the responsibilities of disease control of livestock and poultry in the State. The State Board of Veterinary Medicine was placed within the Department of Agriculture in legislation effective October, 1973, and the clerical aspects of the Board were assigned to this Division.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created the Division of Animal Industry, effective July 3, 1980.

PROGRAM: The program of the Division is implemented in the following facets.

Control of Livestock and Poultry Diseases. Division of Animal Industry personnel provide professional and technical direction necessary to control livestock and poultry diseases and to supervise veterinarians in surveillance programs to amply protect livestock and poultry. One new program of the Division concerns cattle imported into the State, which must be negative to Brucellosis and Tuberculosis tests within thirty days of importation, with retest conducted within thirty days after importation. All cattle imported from Canada will be tested for Brucellosis at the port of entry. All equine must be negative to the Coggins test within six months of date of entry. Other reportable diseases are in the surveillance program presently being conducted. In addition to the above duties, Division veterinarians are assisting the State Harness Racing Commission in collecting urine and saliva from the several racetracks in the State.

Maine Production and Pullet Test. Section 79 of H.P. 1936—L.D. 1988, An Act Relating to Periodic Justification of Departments and Agencies of State Government under the Maine Sunset Law repeals Resolve 1929, c.153, Resolve 1929, c. 153 appropriated funds for the Maine Production and Pullet Test.

Agricultural Fairs. The Division provides the professional and technical direction necessary to insure agriculture fair stipend data consistent with statutory responsibilities as well as assistance to agricultural fairs receiving monies from stipend funds and facilities improvement funds.

Livestock Promotion. The Division will provide technical and professional direction to promote animal husbandry in the State. A Sheep Development Specialist has been provided to coordinate the sheep industry and implement the Sheep Development Plan.

LICENSES, PERMITS, ETC.:

License:
- Swine Garbage Feeders
- Livestock & Poultry Dealers

Permit:
Transportation
Certificate:
Health

PUBLICATIONS:
Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. (free)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $368,500 in FY 82 and are, by administrative decision, included with those of Bureau of Agricultural Production.

DIVISION OF PLANT INDUSTRY

JOSEPH L. HARRINGTON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Telephone: 289-3891

Established: 1919
Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001C; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 20
Legislative Count: 1.5

Organizational Units:
(Office of) State Horticulturist

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and with bees and the keeping of bees. Its primary responsibilities are to enforce the statutes relating to inspection of nurseries, orchards, fields, and gardens; inter-state transportation of plant stock; certification of seed potatoes; bees and bee keepers. The Division enforces regulations dealing with quarantine procedures, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation.

ORGANIZATION: The Division of Plant Industry was established in 1919. In the early years, the Division was greatly involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were assumed by others, the emphasis of the Division shifted to work with commercial seed potato growers, nurserymen, orchardists, florists, bee keepers and other activities.

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972.

Chapter 731 of Public Laws of 1979 repeals the Statutory reference which created this unit. P.L. 731 also requires this division to report to a Bureau Chief rather than directly to the Commissioner.

PROGRAM: The major activity of the Division of Plant Industry is the certification of seed potatoes which is self-supporting through fees charged to participants. Sixty thousand acres of potatoes were inspected in the field, and about 2,000,000 cwts of seed potatoes were inspected prior to shipment in FY 81.

Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery and greenhouse inspections are their major responsibilities, with the Apple Tree Pool filling a period in late winter and early spring.

Bee inspection and licensing of bee keepers were handled by a part time bee inspector, but the money available is not sufficient to do a complete job.

Division personnel are often called upon to work with the plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative to the Eastern Plant Board. The concern of this body is with the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and countries.

In 1980 this division continued a program for Certification of Field Seeds that had been discontinued in 1961. Certification of Oats is the primary effort of this program along with a small buckwheat acreage. Sixty acres of Aroostook Winter Rye, a new winter resistant variety adapted to Maine, was entered for certification in 1980.

In 1981 an Entomologist III was added to this department with the assignment of working on Intergrated Pest Management. Present work is on more efficient use of pesticides that results in less total pesticides used overall.

LICENSES, PERMITS, ETC.:

License:
- Nurseryman
- Strawberry Plant Growers
- Beekeepers

Certificate:
- Phytosanitary
- Certified Seed

Permit:
- Maine (intra- and interstate) Plants

PUBLICATIONS:

List of Seed Potato Growers—annual (free)
List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
List of Registered Beekeepers—annual (free)
List of Licensed Small Fruit Plant Growers—annual (free)
The Maine Leaf—monthly (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $554,000 in FY 82 and are, by administrative decision, included with those of Bureau of Agricultural Production.

(OFFICE OF) STATE HORTICULTURIST

JOSEPH W. SCOTT, STATE HORTICULTURIST

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1907 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 010; *Citation:* 7 M.R.S.A., Sect. 2201
Average Count—All Positions: 4 *Legislative Count:* 4

PURPOSE: The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. Also, the State Horticulturist administers the bee inspection and licensing program.

ORGANIZATION: A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

PROGRAM: Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery, greenhouse, and periodical inspection and licensing of all plant sales outlets are major responsibilities, with the Apple Tree Pool an added program in late winter and spring.

Bee inspection and licensing of beekeepers are handled by a part-time bee inspector who is able to examine a cross section of the bee colonies in the State annually. Furthermore, Division personnel are often called upon to work with plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative of the Eastern Plant Board.

LICENSES, PERMITS, ETC:

License:
- Nurseryman
- Strawberry Plant Growers
- Beekeepers

Certificate:
- Phytosanitary

Permit:
- Maine (intra- and interstate) Plants

PUBLICATIONS:

List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
List of Registered Beekeepers—annual (free)
List of Licensed Small Fruit Plant Growers—annual (free)
The Maine Leaf—monthly (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $90,000 in FY 82 and are, by administrative decision, included with those of the Division of Plant Industry.

SEED POTATO BOARD

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE
JOSEPH L. HARRINGTON, Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 014; *Citation:* 7 M.R.S.A., Sect. 2151
Average Count—All Positions: 13 *Legislative Count:* 0

PURPOSE: The Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce or cause to be produced through contract or otherwise, such acreages of foundation seed potatoes or various varieties as it may determine for distribution and sale to the Maine potato growers; to work with and through the Maine Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing acreages of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from sales are credited to the operating account of the Board.

An additional function of the Seed Potato Board is the operation of a 70 acre seed farm in the Homestead, Florida area where winter testing of seed potatoes is conducted. A professional roguing service is available to foundation seed potato growers to improve the quality of Maine Seed Potatoes; and operation of a 20 acre variety and seedling test plot for new varieties at Sangerville, Maine.

ORGANIZATION: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, plus the Commissioner of Agriculture to serve as chairman. Changes in the Board's structure since then have been minor. The Commissioner now is the appointing authority and the Board elects its chairman. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as secretary to the Board.

PROGRAM: FY 81 was devoted to improving seed quality and sanitation procedures using the recently constructed Office and Control Station. A farmer's house was constructed with a grant from the Maine Potato Commission at the proposed farm entrance gate on the newly-acquired Sal-Mor property. Being able to house a foreman on the farm provides better security for the buildings on the Sal-Mor property, and the eventual closing of the farm road to non-farm traffic will give better security to the Porter Farm.

In 1981 a greenhouse was constructed and a Plant Pathologist hired to implement a stem-cutting method of seed initiation.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	34,417					34,417
Health Benefits	1,120					1,120
Retirement	5,122					5,122
Other Fringe Benefits	16					16
Other Contractual Service	66,511					66,511
Rents	458					458
Commodities	48,579					48,579
Grants—Subsidies—Pensions	4,456					4,456
Transfers to Other Funds	4,442					4,442
TOTAL EXPENDITURES	165,121					165,121

STATE BOARD OF VETERINARY MEDICINE

DONALD COLLINS, DVM, PRESIDENT
ALLAN R. COREY, DVM, Secretary

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Telephone: 289-3701

Established: February 22, 1905 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 023; *Citation:* 32 M.R.S.A., Sect. 4854.

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to administer State Board examinations to qualified animal medical technicians and issue certificates of registration; also to issue yearly renewal registration to registered animal medical technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; and to answer correspondence and maintain financial records.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October, 1973, when legislation assigned the Board to the Department of Agriculture. The Division of Animal Industry has the responsibility of assisting the Secretary of the Board in the clerical aspects of his duties by receiving all fees, charges and assessments payable to the Board and accounting for and paying over the same according to the law.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met eleven times between July 1, 1981, and June 30, 1982, including one full, day long hearing concerning a complaint case. The examination consists of one day National written section and one or two days of State oral-practical section. Twenty-nine applicants sat for the examination; of this number two failed. Of the thirty-seven animal medical technicians that wrote the examination, seven failed. The secretary also responded to many governmental forms and questionnaires. Inquiries from drug companies pertaining to registration of Maine veterinarians were answered as well as inquiries from nonresident veterinarians about practice opportunities in Maine.

The Board acted upon occasional written complaints by considering them themselves. The Board is responsible for issuing and setting the fee for annual registration of all veterinarians holding a Maine Veterinary license and also for issuing and setting the fees for Animal Medical Technicians.

LICENSES, PERMITS, ETC.:

Registration:
Animal Medical Technicians
License:
Veterinarians

PUBLICATIONS: Laws relating to Maine Veterinary Practice—1977. Free

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,721		5,721			
Computer Services—State	7		7			
Other Contractual Service	5,378		5,378			
Commodities	19		19			
Transfers to Other Funds	310		310			
TOTAL EXPENDITURES	11,435		11,435			

BUREAU OF AGRICULTURAL AND RURAL RESOURCES

ESTHER LACOGNATA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001R; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 3 *Legislative Count:* 2

PURPOSE: The Bureau of Agricultural and Rural Resources reflects a new thrust of the Department as defined in the Agricultural Development Act of 1980. Its purpose is to enhance Maine's agriculture and quality of rural life through programs to increase utilization of agricultural resources, resource conservation, farmland preservation, survival and prosperity of the family farm, entrance to farming, and agricultural education. The Bureau staff address these concerns through membership and participation in several inter-agency committees including the Governor's Rural Development Committee, the Land and Water Resources Coun-

cil and the USDA Rural Development Committee. The Bureau also supports and facilitates the organization of farm interests groups, and provides these groups with services needed to more effectively function.

The Bureau includes the new Division of Resource Development, the Soil and Water Conservation Commission, the Pesticides Control Board and the Harness Racing Commission. A representative of the USDA Agricultural Cooperative Service is allied with this Bureau.

Most functions and projects of the Bureau are the responsibility of a particular division, though some are Bureau-level responsibilities.

The Bureau is responsible for coordinating the Department's functions in administering the Agricultural Fairs Stipend Fund. The 110th Legislature temporarily transferred from the Soil and Water Conservation Commission to the Commissioner, the administration of the Neglected, Abandoned and Inspection of Dams Acts.

ORGANIZATION: The Bureau has four divisions, three of which provide staff for appointed Boards and Commissions. The specific functions and programs of each are described separately in this report.

PROGRAM: The activities of the Bureau are for the most part described under its Divisions.

The following three projects were undertaken by the Bureau Director, either because the Divisions were not yet staffed or as in the case of the Stipend Fund it is a responsibility of the Bureau Director and not any of its divisions.

1. Initiate and coordinate compiling a mailing list and conducting a survey in cooperation with the University of Maine Experimental Station and Extension Service.
2. Completed an evaluation of the relationship between fairs and harness racing, which resulted in legislation passed by the 110th Legislature.
3. Attempted to coordinate a field demonstration of water management in Aroostook County but failed due to the lack of funds.
4. Coordinate the responsibilities of the Department with respect to agricultural fairs, this year. This included promulgating rules for and having hearings according to these rules for the setting of fair dates. This Bureau is also now responsible for preparing and distributing a brochure on agricultural fairs.

LICENSES, PERMITS, ETC.:

Registration of Dams pursuant to 12 MRSA, Sect. 303
Licensing of Agricultural Fairs pursuant to 7 MRSA, Sect. 65

PUBLICATIONS:

Peat Task Force Report
(1981) — Available in Deering Bldg., Room 326
A Proposal "Field Trial of Water Management In Aroostook County Potato Culture"
(1982) — Available free
How to Organize Agricultural Marketing Cooperatives (free)
The Relationship Between Harness Racing And Agricultural Fairs in Maine, January, 1982 (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	95,218	84,150			11,068	
Health Benefits	3,431	2,950			481	
Retirement	14,960	13,360			1,600	
Other Fringe Benefits	209	198			11	
Computer Services—State	3	3				
Other Contractual Service	24,358	22,661			1,697	
Rents	398	220			178	
Commodities	2,584	2,447			137	
Grants—Subsidies—Pensions	300	300				
Equipment	135	135				
Transfers to Other Funds	357				357	
TOTAL EXPENDITURES	141,953	126,424			15,529	

DIVISION OF RESOURCE DEVELOPMENT

CHAITANYA YORK, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001F; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Division of Resource Development was established as a result of the Agricultural Development Act to define and structure programs addressing the Department's new role in rural and resource development.

Its purpose reflects the belief, first established by the Commission on Maine's Future and later adopted by Governor Brennan, that Maine's wealth and the basis for its economic development is its natural resources. The Maine Food & Farmland Study Commission spent almost two years in study and hearings throughout the State and the objectives of the Division are directly traceable to their findings. The Commission discovered alarming trends affecting both the agricultural economy and the quality of rural life.

These trends are interrelated with national trends and include abandonment of farming, loss of farmland to competing uses, fiscal constraints to entrance and expansion of farming, high cost of energy, erosion of prime soil, and expensive and geographically vulnerable transportation. A broad cross section of the agricultural community, including traditional commodity farmers, small and part-time farmers, organic farmers, legislators, as well as the Governor join the Commission in a commitment to encourage farming and rural development as a strategy for achieving an adequate food supply and a healthy rural economy.

While the Department's other Bureaus (Production and Marketing) focus primarily on relatively large commercial agriculture, this Division gives special emphasis to the increasing needs of small and part-time producers. Areas of concern include involvement in small farm organizations, small farm marketing, cooperative formation, agricultural education, energy issues, and farmland preservation.

The Division is charged with developing programs and services to meet the following objectives: to cooperate with the Soil & Water Conservation Commission in establishing and implementing measures which conserve soil fertility and retard soil loss; to identify effective methods of farmland preservation and provide implementation assistance; to identify and sup-

port those measures which contribute to the success of small and part-time farmers; to facilitate effective utilization of natural resources, such as peat and waste products for agricultural uses as fertilizers or soil conditioners; to encourage entrance into farming by young people through identifying constraints and establishing measures to overcome them; to encourage the conservation and development of both conventional and alternative energy sources in agriculture by providing technical assistance, exchange of information, and funding assistance; to increase participation of the banking community in both expansion and entrance into farming by identifying and resolving constraints to farm financing; and to expand education and public awareness of agriculture, food production systems, and rural society; prepare young people to enter farming; and improve skills of practicing farmers by instituting agricultural education—K through 12—increasing secondary and post-secondary vocational education; and encouraging adult education in agriculture and rural life.

ORGANIZATION: The Division is involved in various developmental programs and enjoys the cooperation of numerous groups in completing this work. In addition to the regular Departmental staff two University Year In Action students and one VISTA volunteer from the Center for Human Ecology Studies and one VISTA volunteer from the New England Small Farmer Project work with the Division on various projects.

PROGRAM:

Energy Use in Agriculture. The following projects were identified and are guided by the Energy Use in Agriculture Steering Committee.

Energy Audits — A two stage dairy farm audit was developed and six test audits, involving numerous farm visits, were completed. A computerized audit form which can be mailed to farmers for ease of response is now being prepared. A new vegetable farms audit team with representatives from the Department, Cooperative Extension Service, Office of Energy Resources, and producers has started developing a vegetable audit.

By the end of the year a Maine Farms Audit Service will be available to farmers interested in energy savings. This project is supported by a volunteer hired through the Senior Citizens Service Project (S.C.S.P.) who receives, reviews, and screens audits, and completes basic calculations to determine energy savings.

Catalogs and Slide Shows—With the assistance of two University Year In Action students from the University of Maine at Orono information was collected for a catalog regarding "energy efficient" farm equipment and another presenting the latest developments in energy conservation and production on Maine farms. Partial drafts have been completed and final copies will be published within the year. Two slide shows were prepared, one outlining energy use and auditing on Maine dairy farms, and the other presenting the latest innovations for producing and conserving energy on Maine farms. These slide shows have been presented to various organizations including community groups at the Agricultural Trade Show and staff and students at the University of Maine.

Methane Digester—A multi-discipline subcommittee with representatives from the public and private sector has researched methane digesters, designed a low cost model for small farms, and prepared a project proposal which has been submitted to various foundations and investors for funding. Should funding be obtained a prototype will be constructed on a Maine farm, its functions monitored, and the findings documented with a slide show and report. The team is also working with local producers to assist in monitoring and documenting the economic feasibility of larger scale digesters.

Solar Barn—Working in cooperation with a sheep producer and staff at Region 7 Vocational School a low cost solar barn has been designed and will be constructed on a Maine farm this fall. The barn will be constructed in a weekend workshop including farmers, carpentry students, and engineers. Other workshops are planned for the spring. The construction process will be documented with a slide show and the unit carefully monitored throughout the year.

Farm Apprenticeship and Generational Transfer. In the summer of 1981, 5 apprentices were placed on 5 farms. Two daylong training workshops, one in farm management and the other in farm financing, were provided for them. Five apprentices were placed on dairy farms and diversified operations during the winter program. In the summer of 1982 twenty-four apprentices have been placed on various Maine farms for the summer program and contracts including learning objectives have been completed with participants. A workshop was held in farm equipment maintenance and operation.

Farmers and apprentices were surveyed regarding the '81 program and a report including program recommendations was prepared. Recruitment for the '82 program included contacts and presentations to other states universities and farmer organizations. A slide show and brochure are being prepared for nationwide promotion in '83.

To prepare for program expansion the Department's word processor has been programmed for matching. The '83 program will also be expanded to provide consultation for farmers interested in transferring farms between generations.

A VISTA volunteer is coordinating the program. A Senior Citizen Service Project volunteer will assist with program development when the VISTA position is terminated in September.

Farm Financing. A comprehensive study of farm financing in Maine was completed and meetings were held with bankers, Farmers Home Administration and Farm Credit System representatives, and investors to review the findings. Some of the study recommendations will be implemented with the '83 program, e.g. local revolving loan fund development, leaders' workshops, finance packaging for entrance farmers.

Farmland Preservation. The Division participated with a Resource Conservation and Development Project in organizing a statewide conference on farmland with the purpose of encouraging awareness of the importance of farmland to food production and the need to conserve farmland. The Division continued working with the conference planning team to develop follow-up activities.

Small Farmers. The Division continues to work with numerous small farm groups, e.g. Maine Small Farm Association, Small and Part Time Farmers Advisory Committee, Maine Organic Farmers and Gardeners Association, Cooperative Extension Service, The Maine Idea, in developing smal farms programs in management and technical training, organizational development, and research.

A small farms advisory committee will be formed this fall to assist the Division in program development. The Division has cooperated in organizing various training programs including a highly successful small farm management training seminar, a farm equipment workshop, and the Maine Small Farm Association Trade Show program. The Division is now working with the Maine Small Farm Association, Central Maine Vocational Technical Institute, and the Department of Education in organizing a pilot small farms curriculum at C.M.V.T.I. Fall courses include Small Farm Ag Mechanics I, and Farm Weeding. Training programs planned for the winter include additional business management workshops, agricultural applications for computers, seasonal extenders workshops, and a 20 session small farm management course. The Division is also working with the Maine Organic Farmers and Gardeners Association in organizing a statewide conference in biological agriculture.

The Division has collected data on small farming in Maine and is now preparing a slide show on small farming in Maine. The Division will also be updating a directory of resources for people entering farming.

Funding Development. The Division provided development assistance to the Foundation for Permanent Agriculture, an agricultural foundation with the purpose of funding educational and research activities in Maine. Funding was obtained for an executive director and a memorandum of agreement was signed with the Department of Agriculture, Food and Rural Resources to provide office space. The Division is working with the F.F.A. in developing two projects, the "Small Farm Journal", a weekly T.V. series in small farming, and an agricultural education project, a pilot public schools agricultural curriculum, K-8.

Volunteerism. Volunteers have made substantial contributions to this Division. The Apprenticeship Program, Energy Audit Program, and energy catalogs and slide shows were developed in major part by volunteers from the University Year In Action students and a VISTA worker. We have recently hired a Senior Citizens Service Project volunteer to work on entrance to farming activities and will soon be hiring another S.C.S.P. volunteer to assist us in developing the audit program. A University of Maine at Orono intern is working with us on a small farms program and more interns from the Center for Human Ecology Studies will be assisting us with development projects this fall, winter, and spring.

A number of the projects that we have worked on in the last year and a half have been developed with the advice of volunteer committees. To date we have utilized an Energy Use in Agriculture Task Force and Steering Committee, an Apprenticeship Steering Committee, Peat Task Force, each of which functions on an ad hoc basis until the project is completed. Had we paid for this volunteer staff and advice at competitive rates the cost to the Department would have easily exceeded $70,000.

PUBLICATIONS:

"Report of Energy Use in Agriculture Task Force"
"Farm Financing in Maine"

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $64,000 in FY 82 and are, by administrative decision, included with those of Bureau of Agriculture and Rural Resources.

BOARD OF PESTICIDES CONTROL

WILLIAM GINN, CHAIRMAN
ROBERT L. DENNY, DIRECTOR

Central Office: Deering Bldg. (AMHI). Augusta *Telephone:* 289-2731
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1965 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 026; *Citation:* 7 M.R.S.A., Sect. 601
Average Count—All Positions: 7 *Legislative Count:* 1.5

PURPOSE: The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to examine and license commercial pesticide applicators; to license dealers of restricted-use pesticides; to certify farmers and other private individuals for purchase and use of restricted-use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited-use pesticides; investigate use of pest control chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

ORGANIZATION: The Board of Pesticides Control was established in 1965, funded in 1969, staffed with a supervisor and secretary in 1970, and in 1973 placed within the Department of Agriculture. The original Board was composed of the Commissioners of eight State agencies, but in 1980 the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for a four-year term. Qualifications for three of the members are prescribed by statute to include persons knowledgeable about pesticide use in agriculture, forestry and commercial application, while one person must have a medical background and another be either an agronomist or entomologist at the University of Maine. The remaining two public members are selected to represent different economic or geographic areas of the State. The Board annually elects a chairman from its membership and employs personnel as necessary. Federal Environmental Protection Agency grants now provide 30% funding for the Certification Coordinator and 85% funding for two pesticides inspectors.

PROGRAM:

Licensing. The Board certifies and licenses applicators and dealers of restricted-use pesticides to assure that those pesticides which are most likely to cause adverse effects to the environment or applicator are handled properly. The Board establishes applicator categories based on type of use and defines competency standards for each to assure adequate knowledge of pesticide use, related dangers and necessary precautions. Competency standards for dealers are designed to assure knowledge of requirements and applicable regulations related to transport, sale and storage of pesticides. In 1981, there were 668 commercial applicators and 137 dealers holding annual licenses and more than 2,900 private applicators holding licenses issued for a three-year period.

Monitoring and Enforcement. Board staff monitors the use and environmental impact of pesticides and investigates pesticide misuse complaints. This includes inspection of application equipment, storage and disposal areas; observation of applications; sampling pesticides in use

or storage; and sampling pesticide residues on crops, foliage, soil, water or elsewhere in the environment. Violations of the Board's rules are subject to enforcement action, which could include suspension or revocation of applicator or dealer license, and imposition of fines.

Information and Education. The Board publishes and disseminates information to inform the public of the potential for injury resulting from improper application or handling of pesticides; the methods and precautions designed to prevent this injury; and the availability of alternative control techniques.

Registration Pesticide products must be registered annually for distribution in Maine. The 110th Legislature transferred one position and the responsibility for pesticide registration from the Commissioner to the Board on September 18, 1981. In 1981, the Department of Agriculture, Food and Rural Resources registered 3,720 products from 417 companies.

LICENSES, PERMITS, ETC.:

License:
- Commercial Pesticide Applicators
- Pesticide Dealers

Certificate:
- Private Pesticide Applicators

Permit:
- Limited-Use Pesticide
- Critcal Area Pesticide Use

PUBLICATIONS:

Board of Pesticides Control Statutes, Free
Board of Pesticides Control Regulations, Free
Maine Pesticide Control Act of 1975, Free

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	150,674	28,643	76,328		45,703	
Health Benefits	3,782	61	2m209		1,512	
Retirement	20,927	4,128	10,520		6,279	
Other Fringe Benefits	212	30	84		98	
Computer Services—State	5,656		4,946		710	
Other Contractual Service	109,673	6,371	63,779		39,523	
Rents	52		52			
Commodities	6,806	955	4,807		1,044	
Equipment	7,583		5,264		2,319	
Transfers to Other Funds	10,008		6,343		3,665	
TOTAL EXPENDITURES	315,373	40,188	174,332		100,853	

STATE HARNESS RACING COMMISSION

JOSEPH P. KENNEALLY, CHAIRMAN
THOMAS WEBSTER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3221
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: April 4, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 017; *Citation:* 8 M.R.S.A., Sect. 261
Average Count—All Positions: 5 *Legislative Count:* 7

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for the holding, conducting and operating of all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed $10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed $100 or suspension not to exceed 20 days for minor violations of the Rules of Racing as adopted by the Commission; and to encourage and promote the breeding of a strain of Maine standard bred horse.

ORGANIZATION: The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. The Commission consists of three members appointed by the Governor, for terms of three years. No more than two members may be of the same political party and one member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM: Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standardbred horses. The Commission feels improvement of the breed and a desire of persons in other areas to breed to Maine studs will guarantee future State incomes from this source, a healthy expanding industry, and encourage involvement of youth in horse ownership, breeding and care.

Drug control programs are in a continuing effort, in cooperation with the Department of Animal Industry and the Public Health Laboratory, to eliminate as nearly as possible drug use on race horses within the State.

The Colt program received additional funding by the 108th Legislature. The Commission was authorized to pay an amount equal to 1½% of the multiple or exotic wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races should exceed $175,000.00 annually.

LICENSES, PERMITS, ETC.:

License:
- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
  - Fairs or Extended Meets
- Grooms of Standard Breed Horses

PUBLICATIONS: Rules and Regulations of the Maine State Harness Racing Commission

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	135,627	135,627				
Health Benefits	3,969	3,969				
Retirement	20,826	20,826				
Other Fringe Benefits	218	218				
Other Contractual Service	72,799	68,898	3,901			
Rents	84	84				
Commodities	3,504	3,504				
Grants—Subsidies—Pensions	536,491		536,491			
Equipment	3,147	3,147				
Transfers to Other Funds	636		636			
TOTAL EXPENDITURES	777,301	236,273	541,028			

STATE SOIL AND WATER CONSERVATION COMMISSION

ALEXANDER HARDIE, JR., CHAIRMAN
FRANK W. RICKER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2666
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: March 25, 1941 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 019; *Citation:* 12 M.R.S.A., Sect. 51
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The State Soil and Water Conservation Commission was established to provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies, to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; to coordinate the Resource Conservation and Development Programs.

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio; Dean of the College of Life Sciences and Agriculture of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, and Commissioner of Marine Resources; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I
Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent

Area II
Washington County SWCD, Machias
Hancock County SWCD, Ellsworth

Area III
Penobscot County SWCD, Bangor
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area IV
Kennebec County SWCD, Augusta
Knox-Lincoln SWCD, Rockland; and
Waldo County SWCD, Belfast;

Area V
Androscoggin Valley SWCD, Auburn
Franklin County SWCD, Farmington
Oxford County SWCD, South Paris

Area VI
York County SWCD, Sanford
Cumberland County SWCD, Westbrook

With the approval of the Commissioner of Agriculture, the Commission employs an Executive Director and such other employees as it may require.

PROGRAM: The accomplishments of the State Soil and Water Conservation Commission are apparent in conservation practices applied to the land of the more than 11,657 private landowners signed up as cooperators with Maine's sixteen Soil and Water Conservation Districts. During FY 82, 6,716+ landowners were assisted for a total of 17,234 services to individuals in efforts to control erosion and other soil and water problems. New conservation plans were drawn up for 73,101 acres of land and conservation plans brought up to date on an additional 36,932 acres.

The Commission and Districts reviewed and evaluated over 568 applications submitted to the Department of Environmental Protection, Land Use Regulation Commission, State Planning Office, and the Department of Inland Fisheries and Wildlife during the past year. The recommendations proposed by the Commission often become conditions of approval in the permits granted through these applications; for example, the present DEP policy on topsoil mining was written by the Commission's Soil Scientist. Commission review involves the following considerations:

1. Suitability of Soils
2. Erosion and Sediment Control
3. Relation to Floodplains
4. Stormwater Management and Drainage
5. Protection of Prime Agricultural Lands where Appropriate.

The Commission employed 20 work-study students to assist Districts with the heavy summer workload. The Commission completed the statewide long range plan and is working on an annual plan of action for use in measuring accomplishments under the plan.

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine
Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
Soil Surveys—The Municipal Officer's Good Right Hand
Maine Guidelines for Septic Tank Sludge Disposal on the Land
Native and Introduced Wildlife Shrubs of Maine
Environmental Quality Handbook
Conservation Needs Inventory—Maine
Soil and Water Conservation Long Range Plan

All above publications are free.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	62,377	60,598			1,779	
Health Benefits	2,147	2,098			49	
Retirement	10,298	10,039			259	
Other Fringe Benefits	153	153				
Computer Services—State	230	9	221			
Other Contractual Service	28,579	20,754	5,072		2,753	
Commodities	1,192	324	147		721	
Grants—Subsidies—Pensions	33,650	33,600			50	
Equipment	213		213			
Transfers to Other Funds	669		302		367	
TOTAL EXPENDITURES	139,508	127,575	5,955		5,978	

(OFFICE OF) INSPECTOR OF DAMS

ROBERT G. GERBER, STATE DAM INSPECTOR

Central Office: Ash Point Road, South Harpswell, Maine *Telephone:* 833-6334
Mail Address: Ash Point Road, South Harpswell, Maine 04079

Established: 1875 *Sunset Termination Scheduled to Start by:* June 30, 1984

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 309; *Citation:* 38 M.R.S.A., Sect. 811

PURPOSE: The Office of Inspector of Dams was established to provide state inspection of dams and reservoirs to protect human life and property.

ORGANIZATION: The Commissioner of Agriculture annually appoints a competent and professional engineer licensed to practice in this State (effective July 1, 1978), who is a citizen of the State as inspector of dams. The inspector of dams shall hold office until his successor is appointed and qualified. Since establishment, the law has been amended to provide for year round inspections instead of restricting to the months of August, September and October.

The engineer receives as full compensation for his service, $75 a day while actually employed in this service, together with his actual traveling expenses to be audited, allowed and paid from the Department of Agriculture. In cases where the dam or reservoir is judged by the inspector of dams to be unsafe or insufficient, the Commissioner of Agriculture collects from the owner of the dam the total expenses incurred by the State for the inspection. In the event that the owner of a dam, which is judged to be unsafe or insufficient, fails to pay the total cost of inspection as required in this section, the Commissioner of Agriculture shall forthwith commence a civil action in the name of the State for the recovery of the cost of the inspection.

PROGRAM: Upon the petition of 10 resident taxpayers of any town or several towns, the selectmen or assessors of any town or the county commissioners of any county, the inspector of dams inspects any dam or reservoir, except dams licensed and inspected by any agency of the United States Government, located in the town or county and erected for the purpose of saving water for manufacturing or other uses. Following personal examination of the dam or reservoir and after hearing the testimony of witnesses summoned for the purpose, the inspector of dams forthwith reports to the Commissioner of Agriculture his findings and his opinion of the

safety and sufficiency of the dam or reservoir. In the case of finding a dam to be unsafe or insufficient, the Commissioner of Agriculture notifies all interested parties, including owners with riparian rights, municipalities in which the dams are located and any other persons or organizations that the Commissioner of Agriculture deems necessary. The inspection of dams shall be under the sole jurisdiction of the Department of Agriculture.

The State Dam inspector has inspected 2 dams during this fiscal year: Ecko Wood Products in Greenwood, Maine on October 8, 1981 and Lake McWain on November 19, 1981.

FINANCES, FISCAL YEAR 1982: 38 MRSA, Sec.813, Ch. 684, 1978 provides that expenditures of this unit, shall be borne by the Department of Agriculture. By administrative decision these expenditures are included within those of the State Soil and Water Conservation Commission.

BUREAU OF PUBLIC SERVICES

DANIEL HARLAN, ACTING DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Telephone: 289-3871

Established: 1980
Sunset Review Required By: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001S; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 0
Legislative Count: 0

PURPOSE: The Bureau of Public Services was established as part of the Agricultural Development Act of 1980 to consolidate regulatory and consumer protection responsibilities.

ORGANIZATION: The Bureau includes the Division of Regulations (formerly Inspections), the (Office of) Sealer of Weights & Measures, the Division of Animal Welfare, the Animal Welfare Advisory Board, and the Maine Milk Commission, all of which report separately in this annual report.

PROGRAM: The Division of Regulations includes a variety of inspection services designed to provide consumer protection in the marketplace. It inspects retail food stores, milk plants, dairy farms, farm water supplies, milk products, and agricultural products to assure they are fairly identified with respect to labeling and grade. The Division also is responsible for registering feeds, fertilizers, and agricultural seeds, assuring accuracy in labeling and for administering the Returnable Container Law. Within this Division is the Weights & Measures program which assures uniformity in commercial transactions where measurement is used to determine quantity.

The Division of Animal Welfare enforces the state laws relating to humane treatment of agricultural livestock and domesticated and wild animals. The program is serviced by humane agents statewide who respond to complaints concerning inhumane treatment of animals. The Division also administers the licensing of dogs in the State.

The Maine Milk Commission establishes minimum producer, wholesale, and retail prices for milk; it is funded entirely by producer and dealer fees.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	692,136	523,719	168,417			
Health Benefits	26,789	20,287	6,502			
Retirement	98,874	74,398	24,476			
Other Fringe Benefits	2,282	1,829	453			
Computer Services—State	15	15				
Other Contractual Service	401,139	215,118	186,021			
Commodities	21,841	6,349	15,492			
Grants—Subsidies—Pensions	2,044	932	1,112			
Equipment	1,729		1,729			
Transfers to Other Funds	11,089		11,089			
TOTAL EXPENDITURES	1,257,938	842,647	415,291			

DIVISION OF REGULATION

CLAYTON F. DAVIS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3841
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001B; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 50 *Legislative Count:* 18

Organizational Units:
(Office of) Sealer of Weights and Measures

PURPOSE: The Division of Regulation was established to ensure a safe and adequate food supply for citizens of the State of Maine and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and hazardous substances and to perform the duties of the State Sealer of Weights and Measures.

The Division is also responsible for the Branding Law, continuing surveillance of the "Returnable Container Law" and bottle redemption centers. Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division answers consumer complaints on food items, and analyzes all suspicious products.

The Division works in cooperation with the Federal Food and Drug Administration on recall of products, and constructively inspects to benefit the industry and the consumer.

ORGANIZATION: The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State government reorganization legislation. In 1980 the Division received its present name.

The State Sealer of Weights and Measures was first authorized in 1839, and in 1911, the Commissioner of Agriculture was named to serve as the State Sealer.

PROGRAM:

Food Program. The program administers and enforces the inspection and licensing of retail food stores, home food procesing businesses, commercial food processing establishments, food warehouses, mobile food vendors, beverage plants and bottle redemption centers. It is also responsible for enforcement of the Branding Law and the Returnable Con-

tainer Law. Seasonally it inspects food establishments at Maine Agricultural Fairs. Inspectors have the responsibility to assist food business in order to insure proper compliance.

Sardine Program. This program insures continual inspection of packing plants during canning operations. Sardines are sampled before and after packing. Finished products are graded in compliance with grading standards established by the industry.

Blueberry Program. The Blueberry Inspection Program is seasonal. Inspectors are responsible for in-plant sanitation and blueberry maggot control.

Dairy Inspection. The program is responsible for the Inter-State Milk Shippers Program and the Pasteurize Milk Ordinance Code. Dairy farms are inspected two times a year and milk processing plants four times a year. Pasteurization equipment is tested and sealed, milk products sampled, farm bulk tanks calibrated and farm calls are made to offer assistance on construction of buildings, installation of equipment and operation of water supplies. Calls are made at plants to offer similar assistance. Licenses are issued to milk dealers in and out of state. Bulk milk handlers and their equipment are inspected to insure proper producer samples. Wholesale frozen dessert (ice cream) manufacturers are inspected and licensed yearly. Producer composite samples are checked to assure proper testing. Two inspectors are FDA Certified Milk Sanitation Rating Officers.

Feed Program. This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and/or misbranding of products being distributed in the state.

Seed Program. The seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis.

Fertilizer Program. The fertilizer program involves the regulatory control of the sale and distribution of plant food products. It maintains a registration and sampling program

LICENSES, PERMITS, ETC.:

License:
- Seed
- Weighmasters
- Weighing Device Dealers & Repairmen
- Milk Dealers
- Babcock Testers
- Food Establishment
- Beverage Plants
- Wholesale Frozen Dairy Products
- Redemption Centers
- Sardine Packers

Registration:
- Fertilizer Products
- Feed Products

Certificate:
- Certificate of Competency

Permit:
- Blueberry Processors and Packers

PUBLICATIONS:

Laws:
- Feed
- Food
- Seed
- Hazardous Substances Labeling
- Milk and Frozen Dairy Products
- Commercial Fertilizer
- Beverage Containers (all free)
- Mimeographed rules and regulations pertaining to many of the above laws (all free)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $895,000 in FY 82 and are, by administrative decision, included with those of Bureau of Public Services.

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

STEWART N. SMITH, STATE SEALER
GAYLON M. KENNEDY, Deputy State Sealer

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1839 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 004; *Citation:* 10 M.R.S.A., Section 2401
Average Count—All Positions: 10 *Legislative Count:* 11

PURPOSE: To protect the public economically through the proper enforcement of the State weights and measures laws.

ORGANIZATION: The Commissioner of Agriculture is, by statute, the State Sealer of Weights and Measures. The Weights and Measures Supervisor within the Department is in charge of the Weights and Measures section of the Division of Regulations, and serves as the Deputy State Sealer. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Regulations.

PROGRAM: The Division of Regulation's section on Weights and Measures is responsible for all standards of weights and measures with continual certification by the National Bureau of Standards. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check of packages put up prior to sale for correct labeling and correct net weight and measure.

The State standards of weights and measures maintain traceability through the National Bureau of Standards.

It is responsible for uniform standards for the measurement of wood, and the verification of radar guns used by the State and local police to monitor excessive speeding.

LICENSES, PERMITS, ETC.:
Weighmasters
Weighing Device Dealers and Repairmen

PUBLICATIONS:
Laws pertaining to Maine Weights and Measures (free)
Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $218,000 in FY 82 and are, by administrative decision, included with those of the Division of Regulation.

DIVISION OF ANIMAL WELFARE

STANLEY T. BROWNE, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3846
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1974 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001A; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 21 *Legislative Count:* 4

PURPOSE: The Division of Animal Welfare was established to enforce the State "Cruelty to Animals" statutes and to cooperate with humane societies and other interested citizens in

developing programs for the proper and humane treatment of animals. Its primary responsibilities are to administer these laws, with authority to investigate charges of cruelty to animals and to prosecute such cases in court. Its authority also includes the power to take animals into custody when authorized by court order, taking liens upon animals so taken, to promulgate rules and regulations, to appoint State Humane Agents, and to name an (Animal Welfare) Advisory Board.

In accordance with the reorganization of the Maine Department of Agriculture as mandated by the Agricultural Development Act of 1980, the Division of Animal Welfare, as of July 15, 1980, has assumed responsibility for the dog licensing administration and the licensing and inspection of pet shops and boarding kennels. Included under the dog licensing administration, is the inspection and approval of animal shelters authorized to hold stray and abandoned dogs, plus administering payments for the boarding of these dogs, from the dog licensing fees.

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filled during FY 74. The complete staff was brought up to strength in FY 75.

In line with the additional responsibilities assigned to the Division by the Agricultural Development Act of 1980, the staff has been authorized an increase of two positions. One (1) secretarial position and one (1) district humane agent position.

PROGRAM: During FY 82, the Division's staff investigated more than 1,200 complaints of cruelty to animals or other related violations. 29 violations necessitated court related action. The Division also monitored livestock auctions, public animal displays, animal events at agricultural fairs and riding facilities for possible violations of humane statutes. In addition, the Division licensed 40 pet shops, 102 boarding kennels and issued Department Approval for 64 animal shelters.

Examples of continued efforts to expand the Division's participation in areas of service are such activities as: instructing in animal welfare statutes and emergency animal first aid at the Maine Criminal Justice Academy, developing and maintaining a complete reference file on animal welfare investigations and court related activities, participating in animal control officers workshops, cooperation with state and regional Federations of Humane Societies, numerous public speaking engagements, plus an informational exhibit prepared and displayed at various public and professional functions.

By act of the 108th Legislature, the Division of Animal Welfare was charged with the inspection and approval of animal shelters applying for a Drug Enforcement Administration permit to purchase and administer barbiturates for the euthanasia of dogs and cats.

As a result of the Agricultural Development Act of 1980, programs of the Division of Animal Welfare include those functions and programs necessary to properly administer the dog licensing statutes plus the licensing and inspection of pet shops and boarding kennels.

The Division participated in (Animal Welfare) Advisory Board meetings and performed associated secretarial duties.

LICENSES, PERMITS, ETC.:

Certificate of Approval (drug administration)
Animal Pulling Contest Permit
State Approved Certificate issued to Animal Shelters
Licenses issued to pet shops and boarding kennels
Dog license (tags and forms supplied to municipalities)

PUBLICATIONS:

Laws Relating to Animal Welfare (free)

Animal Welfare Newsletter (published 3 times a year—free)
Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)
Laws Relating to Dogs (free)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $284,000 in FY 82 and are, by administrative decision, included with those of Bureau of Public Services.

(ANIMAL WELFARE) ADVISORY BOARD

NATALIE LIBBY, CHAIRMAN
STANLEY T. BROWNE, Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3846
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: January 1, 1974 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 021; *Citation:* 17 M.R.S.A., Sect. 1216
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise and consult with the Commissioner of Agriculture, Food and Rural Resources on matters pertaining to the humane treatment of animals.

ORGANIZATION: The Board was created by statute in 1973 and became effective January 1, 1974. The seven members are appointed for terms of three years, three members must be named from a list of individuals submitted by the Maine Federation of Humane Societies. Board members receive no compensation other than actual expenses incurred in performance of their duties.

PROGRAM: The Board meets on alternate months to review the progress of the Division of Animal Welfare. The Board also reviews legislation having to do with animals and animal welfare, and may, from time to time, recommend legislation which would benefit the overall care and treatment of animals.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

MAINE MILK COMMISSION

RICKY L. BRUNETTE, CHAIRMAN
ROBERT K. PLUMMER, Executive Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3741
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: February 27, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 015; *Citation:* 7 M.R.S.A., Sect. 2952
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and the insuring of an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control

the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: A Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

However, effective October 2, 1975, the law was completely amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundred-weight fee assessment on industry members and received no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

PROGRAM: In accordance with statute as interpreted by the State law court in two decisions the Commission established and has in place an ongoing uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of Maine. Studies have also included cost of handling milk in retail food stores and cost of milk production on Maine farms. This is a cooperative effort between the Commission, the Department of Agricultural and Resource Economics at the University of Maine at Orono, the Maine Milk Dealer's Association, Inc., and with contractual support from a national dairy consultant firm.

The Commission does not set fixed prices but merely establishes minimum prices based on the lowest achievable cost at which milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return, while insuring an adequate supply of pure and wholesome milk to Maine consumers.

Additional funds have been made available to the Commission by passage of emergency legislation in 1981, (Public Law 1981, Chapter 481) re-establishing minimum prices. The fees were increased from 3¢ per hundredweight to 5¢ per hundredweight, following the two week de-controlled period in May, 1981. This 2¢ increase enabled the Commission to defray the added expenses inherent with carrying out the provisions of the 1975 law as interpreted by the courts. The assessment is equally divided among producers and dealers, and is based on the total volumes of milk produced and sold in Maine markets.

The Commission will maintain the dealer requirement for continuing the uniform system of accounts for reporting which allows it to analyze industry costs.

The Commission's Order #82-2, effective January 10, 1982, is the document that establishes dealer margins and sets the minimum wholesale and retail prices based on the lowest achievable costs. The minimum wholesale and retail prices are adjusted monthly based on the latest Class I price as announced by the Market Administrator in Federal Order #1.

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers

PUBLICATIONS:

Laws relating to the Maine Milk Commission (free)

Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

State of Maine Maine Milk Commission Order #82-2. Effective January 10, 1982 (available in Maine Milk Commission Office)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	61,130		61,130			
Health Benefits	2,040		2,040			
Retirement	8,767		8,767			
Other Fringe Benefits	170		170			
Other Contractual Service	89,995		89,995			
Commodities	666		666			
Grants—Subsidies—Pensions	58		58			
Equipment	455		455			
Transfers to Other Funds	7,047		7,047			
TOTAL EXPENDITURES	170,328		170,328			

AFDC COORDINATING COMMITTEE

DIANA C. SCULLY, (Director, Division of Welfare Employment, Department of Human Services)

Central Office: 235 State Street, Augusta; *Telephone:* 289-2636
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: June, 1981

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 402; *Citation:* 22 M.R.S.A., Sect. 3773

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the AFDC Coordinating Committee is to ensure the effective coordination of employment, education, training and support services required by AFDC recipients in order to prepare for, find and keep good jobs.

ORGANIZATION: The Committee is comprised of the Commissioners of Human Services, Labor, and Educational and Cultural Services or their designees.

PROGRAM: The three Commissioners meet periodically and their designees meet on a monthly basis to discuss and facilitate the coordination of existing resources and institutions.

FINANCES, FISCAL YEAR 1982: No funds are appropriated or expended by the AFDC Coordinating Committee.

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN
EDITH HARY, Secretary

Central Office: 10 Brann Ave., Lewiston *Telephone:* 784-7685
Mail Address: 10 Brann Avenue, Lewiston, Maine 04240
Established: 1965 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 257; *Citation:* 5 M.R.S.A., Sect. 96
Average Count—All Positions: 0 *Legislative Count:* N.A.

PURPOSE: The Archives Advisory Board's primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

ORGANIZATION: The board consists of 9 public members appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM: The Archives Advisory Board has met periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules and on administrative matters of concern.

LICENSES, PERMITS, ETC.:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administration decision, included with those of the Maine State Archives.

STATE BOARD OF ASSESSMENT REVIEW

H. ALAN TIMM, CHAIRMAN

Central Office: Frederick P. O'Connell Law Offices, Augusta *Telephone:* 622-7574
Mail Address: 72 Winthrop St., P.O. Box R, Augusta, Maine 04330
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 136; *Citation:* 36 M.R.S.A., Sect. 486
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Assessment Review was established to hear property tax appeals from taxpayers for properties located in a Primary Assessing Area provided the chief assessor of the Primary Assessing Area or the State Tax Assessor for the Unorganized Territory has denied an abatement upon written request by the taxpayer. The Board will hear and determine appeals and have the power to alter or modify any assessment in order that it may conform with the law. The Board may make such review of assessments and order such equalization as may be necessary. Either party may appeal from the decision of the State Board of Assessment Review directly to the Superior Court.

ORGANIZATION: The State Board of Assessment Review, as established in 1976, consists of fifteen members appointed by the Governor for terms of 3 years. The membership must be divided among attorneys, real estate brokers and citizens.

PROGRAM: The State Board of Assessment Review operates year-round, convening throughout the State for hearings on appeals received by the Chairman of the Board. Three members of the board shall constitute a quorum to hear and act on abatement appeals. Upon receipt of an appeal, the Chairman selects from the list of board members three persons to hear the appeal and notify all parties of the time and place of the hearing. The selection of members for an appeal hearing shall be based upon geographic convenience and availability. The Board had 9 new applications during FY 82 and 11 appeals were considered and disposed of during FY 82.

PUBLICATIONS:

State Board of Assessment Review—Rules of Procedure

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF ASSESSMENT REVIEW	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,250	5,250				
Other Contractual Service	1,626	1,626				
Commodities	4	4				
TOTAL EXPENDITURES	6,880	6,880				

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
SPENCER APOLLONIO, Comm. of Marine Resources

Telephone: (202) 387-5331
Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036
Maine Location: Baker Bldg., 98 Winthrop Street, Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: May 5, 1942 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 290; *Citation:* 12 M.R.S.A., Sect. 4603

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:
All of the 15 Atlantic Coast States.

PURPOSE: The Commission's main focus is to provide for better utilization of the fisheries—marine, shell, and anadromous—through an inter-state compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the State-Federal Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

ORGANIZATION: The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic Coastal States beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through sections comprised of groups of states. The North Atlantic, Middle Atlantic, Chesapeake Bay, and South Atlantic Sections deal with matters affecting their respective areas, and the annual meeting addresses matters affecting the entire Commission. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state for that purpose.

PROGRAM: To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations.

Contract funds from NMFS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic coast species. Lobster and shrimp programs are of special concern to Maine.

The Commission, through its Amendment Number One authority, continued to regulate the Northern shrimp fishery in the Gulf of Maine. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fishery for the 1982 season including mesh size regulations.

In recent years the Commission has accelerated, reinforced and promoted its activities in relation to the National Oceanographic and Atmospheric Administration (NOAA) and the National Marine Fisheries Service (NMFS) particularly with respect to the State/Federal Fisheries Management Program and the Grant-In-Aid programs operated under P.L. 88-309, the Commercial Fisheries Research and Development Act of 1964, and P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Other federal programs concerning state fisheries administrators and commercial and sport fisheries monitored by ASMFC include ecologically-oriented MARMAP and MESA programs, Dingell-Johnson Federal Aid in Fish Restoration Act, Coastal Zone Management, administration of the Marine Mammal Act, Endangered Species Act, Fisheries Statistics Program, and other Administration-sponsored fisheries legislation.

In 1976, the Fishery Conservation and Management Act was signed into law, creating P.L. 94-265. This Act provides for exclusive U.S. management authority of all fisheries (except highly migratory species, i.e., tuna) within the 200 mile Fishery Conservation Zone. The legislation also established national standards for conservation and management through creation of eight Regional Fishery Management Councils. ASMFC is represented on all three Atlantic Coast Regional Councils (New England, Mid-Atlantic, and South Atlantic), and reports on important Council decisions, including development of Fishery Management Plans, that will impact fishing industries along the Atlantic Coast.

Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the Sport Fishing Institute, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

ASMFC also participates in a wide variety of meetings that stress environmental, ecological, natural resource and conservation issues of direct concern to state fisheries administrators. The Executive Director has access to the deliberations of fishery advisory bodies such as the National Oceanic and Atmospheric Administration's Marine Fisheries Advisory Committee (MAFAC), to which he is a consultant, and the President's National Advisory Committee on Oceans and Atmosphere (NACOA).

Highlights during the past year include the Commission's adoption of a cooperative agreement with the National Marine Fisheries Service to assume the duties and obligations of the State-Federal Fisheries Management Program. The new program is entitled "The Interstate Fisheries Management Program" and this included in the initial year all ongoing state/federal projects, including Northern Shrimp, Northern Lobster, Atlantic Menhaden, Striped Bass, Summer Flounder, Cooperative Statistics Program, and related activities expenditures. Under the Commission's ISFMP, fisheries management plans have been completed for three very important Atlantic Coast species including Striped Bass, Menhaden, and Summer Flounder. This Commission has started the implementation process of the first two of these plans—namely, the Menhaden and Striped Bass. The Fisheries Conservation Management Act clearly defines management responsibility of the councils only in the Fisheries Conservation Zone. The Department of Commerce would much prefer a cooperative arrangement with the states to carry out territorial fisheries management programs. The states also made it very clear that they wanted to work cooperatively and they did not like the threat of federal preemption. It is clear that the Compact fully intended that cooperating states should and would work collectively in developing management plans for those species of interest to two or more states and to implement such plans by reporting back to each state governor and legislature what actions are needed. The Commission has given top priority to completing the implementation details needed.

The ASMFC has continued to compile and distribute a comprehensive monthly legislative update. This covers all the major federal legislation in the marine area, and helps the member states keep abreast of what is going on in Washington. The Commission has also been more active than ever before in federal legislation action that affects states' programs and their funding as well as legislation favoring fishing industry needs. This included the American Fisheries Promotion Act which was designed to make our commercial fishing industry a net exporter of fisheries products, and the Dingell/Johnson Sport Fish Restoration Act expansion that would provide funds to states for marine recreational fisheries programs. A great effort was made to overturn rescission of the 1981 budget authority that would seriously reduce congressionally

approved funding levels for P.L. 88-309 and P.L. 89-304. Testimony has been presented to appropriate authorizing and appropriations committees of both the House and the Senate to keep alive funding for the two grant programs.

In 1980, at the ASMFC's 39th Annual Meeting, the full Commission adopted a resolution on the discharge of chlorine in estuarine waters. Great concern was shown on the effects of this extremely toxic biocide on a very broad range of marine species from bacteria to plants and animals and even to man. The resolution was distributed to appropriate federal and state officials for further action. Considerable response was received in the past year and the Commission plans to continue its efforts to correct this harmful practice.

PUBLICATIONS: Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	10,200	10,200				
TOTAL EXPENDITURES	10,200	10,200				

DEPARTMENT OF ATTORNEY GENERAL

JAMES E. TIERNEY, ATTORNEY GENERAL
ROBERT J. STOLT, Deputy Attorney General
JAMES W. BRANNIGAN, JR., Deputy Attorney General
RUFUS E. BROWN, Deputy Attorney General
JOHN E. LaROUCHE, Deputy Attorney General

Central Office: Statehouse, Augusta; *Floor:* 1 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239; *Citation:* 5 M.R.S.A., Sect. 191

Average Count—All Positions: 58 *Legislative Count:* 62

Organizational Units:
Administration
District Attorneys
Office of Chief Medical Examiner for the State of Maine

Sections:
Criminal
General Government
Opinions/Counsel
Human Services
Litigation
Consumer & Anti-Trust
Natural Resources

PURPOSE: The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's chief law officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

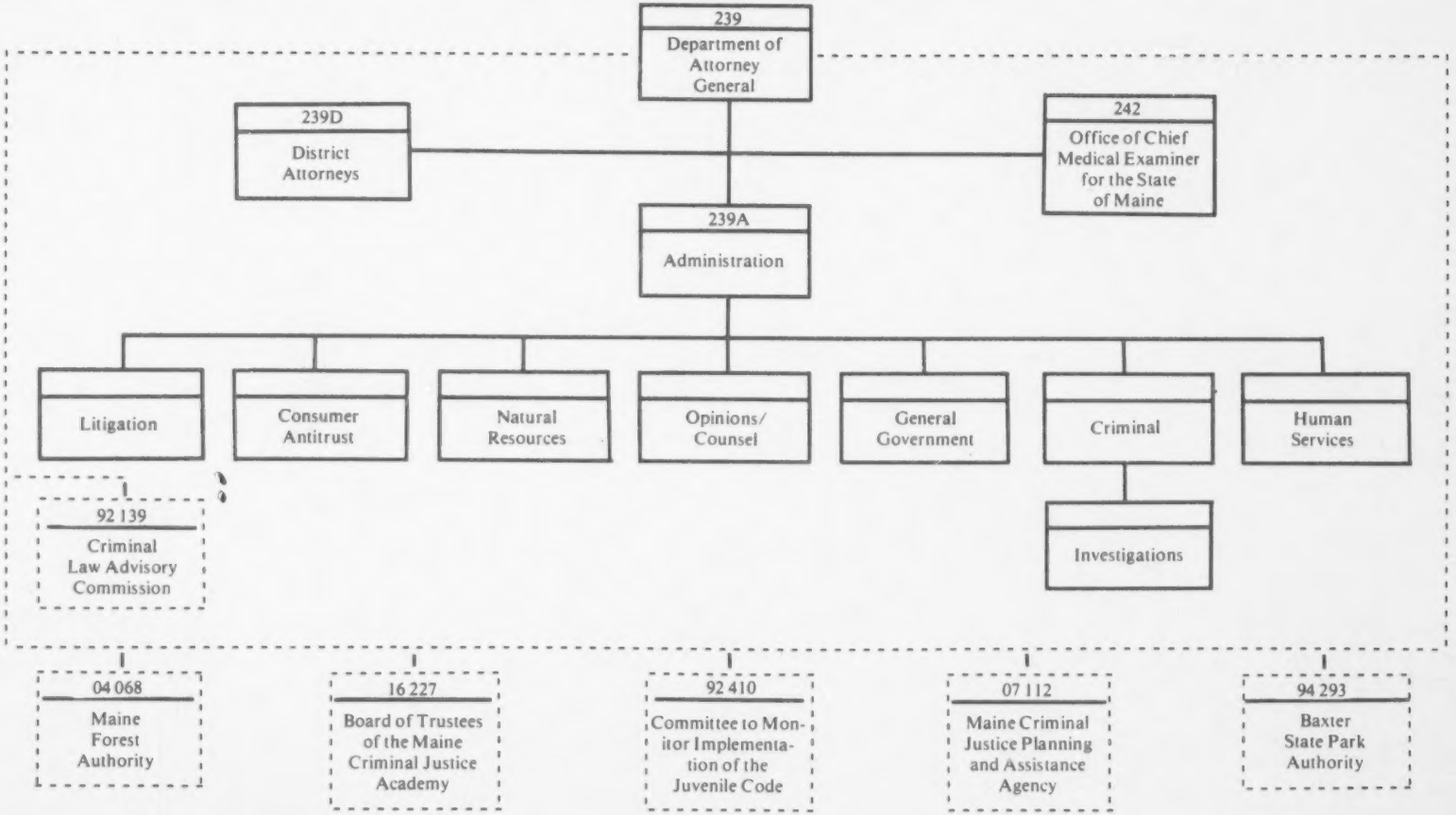
The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies, (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted by the Governor, the head of any State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (e) enforce due application of funds given or appropriated to public trusts and charities within the State and prevent breaches of trust in the administration thereof; (f) consult with and advise the District Attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; and (g) administer and enforce the State unfair trade practices and antitrust laws.

Beyond the general purpose discussed above, the Attorney General has a wide range of duties which the office is specifically directed to perform. Those duties include review and approval as to form and legality of all interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, and many State contracts. The Attorney General must also review and approve write-offs of debts owed the State, participate in making investment decisions regarding the State trustee funds and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, the Maine Criminal Justice Planning and Assistance Agency, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

ORGANIZATION: The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5

DEPARTMENT OF ATTORNEY GENERAL
UMB 26



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF ATTORNEY GENERAL

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Salaries and Wages	2,863,343	2,390,762	96,466		376,115	
Health Benefits	70,867	56,482	2,806		11,579	
Retirement	243,533	210,480	5,479		27,574	
Other Fringe Benefits	11,910	10,084	545		1,281	
Computer Services—State	1,284	1,284				
Other Contractual Service	386,791	373,694	—14,281		27,378	
Rents	17,908	17,835			73	
Commodities	42,471	40,326	112		2,033	
Grants—Subsidies—Pensions	35,755				35,755	
Equipment	40,647	24,781			15,866	
Transfers to Other Funds	15,223		2,397		12,826	
TOTAL EXPENDITURES	3,729,732	3,125,728	93,524		510,480	

M.R.S.A. c. 9, with the Attorney General as its chief executive.

Early in 1981 the Attorney General's Department was restructured to insure clearer lines of authority. The position of Managing Attorney was created. The Managing Attorney reports directly to the Attorney General and assists him in carrying out his responsibilities. Reporting to the Managing Attorney and the Attorney General are 7 operating units containing anywhere from 6 to 13 Assistant Attorneys General each. Each division is presided over either by an experienced Deputy or Senior Assistant Attorney General. The Criminal Division executes the Department's criminal law responsibilities and 6 other sections oversee aspects of the Department's civil responsibilities. The civil units are Litigation, Opinions/Counsel, Natural Resources, Consumer and Antitrust, Human Services and General Government.

Supporting the legal professional staff of the Department, numbering nearly 70 attorneys, are paralegal assistants, investigators and secretaries and clerks. The Business Office oversees the financial and personnel affairs of the Department. A supervisor of secretarial support, a position created in the spring of 1981, coordinates and oversees the work of the secretaries and clerks of the office and has been instrumental in integrating word processing technology into the operations of the State's largest law firm.

PROGRAM: The following is a description of the seven sections of the Office, along with their primary duties and their activities during fiscal year 1981-1982.

Criminal. The Criminal Division is comprised of thirteen lawyers and is principally concerned with prosecution of offenses defined in the Maine Criminal Code. The Criminal Division has exclusive responsibility for the prosecution of all homicide cases in the State, and, in addition, has concurrent prosecutorial jurisdiction with the eight popularly elected District Attorneys over other crimes. The Division handles a substantial number of appeals to the Supreme Judicial Court of Maine, not only of its own criminal cases, but also, on request, of those of the District Attorneys. In addition, the Division represents the State in all petitions for post-conviction relief filed by convicted criminal defendants regardless of the original prosecuting agency. Finally, the Division provides other substantial services to the law enforcement community primarily directed toward keeping the law enforcement community abreast of current developments in the law.

The work of the Criminal Division has continued to expand at a steady pace paralleling the expansion of criminal procedure generally. Working with the State Police and various local police departments, the division investigated 33 homicides which occurred during the fiscal year and continued the investigation of 48 homicides which occurred in previous years. During the fiscal year 1981-1982, 20 homicide cases were tried, 16 of which resulted in convictions. The Criminal Division conducted investigations and prosecutions in 403 cases in addition to homicides during fiscal year 1981-1982. These cases involved a variety of offenses, both felonies and misdemeanors.

The Criminal Division also handled 59 extraditions during the year, of which 31 were incoming and 28 outgoing. Also, the investigation and processing of 37 complaints against the State, county and municipal police, were handled during the year.

The Criminal Division handled a total of 62 cases on appeal to the Maine Supreme Court. Nineteen appeals were initiated by defendantgs during the year, the State initiated appeals in five cases and the balance were cases carried over from prior years.

Post-conviction habeas corpus petitions continue to rise at an alarming rate. During fiscal year 1981-1982, 129 cases were initiated, more than doubling the 64 cases initiated during the prior year.

Besides handling various criminal and non-criminal matters for State departments and agencies, the Criminal Division provided other unique services to various governmental bodies: for example, attorneys in the Division provided legal counsel to the Department of Public Safety as well as representing other divisions, bureaus, and boards within state government and other state law enforcement agencies in various courts. Among actions brought in State courts were petitions for forfeiture of over 32 conveyances and other types of equipment used in violation of Maine's drug laws. Among the forfeited items used in drug smuggling was a 32-foot fishing vessel.

The Division also works with the Department of Human Services in investigating cases of fraud and abuse and aid to families with dependent children, medicaid and medicare programs. The Medicaid Fraud Control Unit, a subdivision of the Criminal Division, has conducted substantial investigations and developed complex prosecutions throughout the State.

The MFCU statistics for the fiscal year include: complaints received, 65; full scale criminal investigations completed, 6; convictions, 9; recoveries, $9,000; fines paid to the court, $19,000; cost of investigation paid to MFCU, $15,000; Medicaid overpayments identified, $82,500; patient abuse complaints investigated, 13. This Unit also uncovered cases of improper or unallowable costs incurred in the construction of nursing homes which were subsequently billed to the State. This resulted in an estimated savings to the Medicaid program in future years of $540,000. There were two welfare fraud prosecutions by the Division during the year, both resulting in convictions.

During fiscal year 1981-1982, the White Collar Crime Unit of the Criminal Division worked extensively with the Enforcement Division of the Bureau of Taxation in investigating and prosecuting businesses and individuals who were in violation of the State tax laws. As part of this joint effort, the Criminal Division provided legal advice to the Bureau of Taxation on a day-to-day basis. During the fiscal year, 10 cases were prosecuted, 2 convictions, 6 others were filed and criminal charges are still pending. Eleven cases are still under investigation and 4 cases were referred back for civil collection. The total fines paid in criminal cases was $1,500; the total taxes, penalties and interest collected on criminal cases was $30,224.98.

In the area of unemployment fraud, there were five convictions during fiscal year 1981-1982 resulting in fines of $1,050 and restitution of $5,783.

In addition, members of the Criminal Division, assisted by lawyers from other divisions, handled approximately 331 liquor law violations with the total fines recovered in this area surpassing $49,188.

In addition to normal case work and prosecutorial efforts, the Division also published two issues of the "Alert" bulletin, a training and educational memo in criminal procedure for law enforcement officers. Also, attorneys from the Division participated as lecturers and teachers in the training programs at the Maine Criminal Justice Academy and lectured at local law enforcement conferences throughout the State.

General Government. The General Government Section consists of 16 attorneys who advise various agencies of the State. These agencies include Mental Health and Mental Retardation, the Department of Corrections, the Department of Education and Cultural Services, Business Regulations, and the Bureau of Taxation. The General Government Section also represents the Department of Labor.

During fiscal 1981-1982 the attorneys representing the Department of Mental Health and Mental Retardation handled 591 mental health commitment proceedings, 254 mental retardation certifications and 6 resentencing applications. Additionally, the Division continued to represent the State in *Lovell, et al v. Brennan, et al,* a consolidated civil rights action challenging conditions, confinement and administrative procedures at the Maine State Prison. Also, *Wuori, et al v. Concannon, et al.*, the case involving Pineland Center, continued to absorb inordinate amounts of attorney time.

The attorneys representing the Department of Labor collected some $579,713.87 in tax assessments. Appeals from the Unemployment Commission continued to provide significant work for Section attorneys. As of July 1982, 217 appeals were pending contrasted with 245 on the same date in the prior year. In addition, there has been an increase in the amount of litigation initiated by the Department of Labor to recover severance pay on behalf of individuals displaced due to plant closings.

Litigation. This section of six experienced trial lawyers supervises all litigation in the Department and directly handles those court actions either not concerning any agency or deemed of sufficient importance to be handled by it, such as the State's appearance before the Nuclear Regulatory Commission with Maine Yankee Atomic Plant's application for greater storage and space for spent fuel. The Litigation Section handles a sizeable number of major litigation in addition to supervising other litigation efforts in the Department. In addition to the State's intervention in the application of the Maine Yankee Atomic Power Plant for an increase in storage facilities for spent fuel, noted above, the Section is defending a suit brought against the State and the Bath Iron Works by Common Cause challenging the Portland drydock project, a suit brought in the United States District Court by religious schools seeking an exemption from the State's compulsory education requirements and a suit brought in the United States District Court for the District of Maine by a group of Indian Tribal Housing Authorities who claim that the State has a continuing obligation to support these Authorities despite the settlement in the Indian Land Claims Case.

Opinion/Counsel. This section of two lawyers has primary responsibility for the prepara-

tion of formal opinions of the Attorney General requested by the Governor, State agencies and the Legislature. Its attorneys also represent the Secretary of State, the State Retirement System, the Department of Finance and Administration and the Department of Defense and Veterans Services.

Consumer and Antitrust. The Consumer and Antitrust Section consists of four lawyers and enforces the State's Unfair Trade Practices Act (modeled after the Federal Trade Commission Act) and the State antitrust laws (modeled after the Federal Sherman and Clayton Acts). The Section does not represent any agencies of the state government, but proceeds on the basis of complaints from citizens or on its own initiative when it perceives violations of those statutes. The Section also enforces some criminal statutes.

The Section staff in 1981-1982 responded to approximately 10,000 inquiries from the public requesting information or complaint mediation. This was a reduction from last year in which there were some 17,000 for mediation alone. Mediation and legal action resulted in approximately $95,000 in recoveries for consumers and businesses. This significant recovery resulted from lawsuits and, in part, from a newly instituted volunteer program. The program consists of volunteers who have agreed to mediate complaints in exchange for intensive training in consumer law by the full-time staff of the Section. Also for the first time the Section intervened and participated in rate cases before the Public Utilities Commission. At issue in these public utility cases was approximately $10 million in requested rate increases which the Public Utilities Commission ultimately decided not to impose on rate payers.

Human Services. The Human Services Section consists of fifteen lawyers who represent the Department of Human Services exclusively. This Department manages the various social, health, and child welfare programs in the State, and its lawyers discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of support laws, the enforcement of health-related laws, including the licensure of nursing homes and hospital expansion, to the Medicaid and AFDC assistance programs. The legal Section also defends the challenges of decisions made by the Commissioner in such areas as revocation of licenses of health care providers, restaurants, mobile home parks and foster homes.

The Human Services Section has one of the most persistent and heaviest caseloads of any Section in the Office of the Attorney General. In fiscal year 1982, more than 2,100 cases were handled by the attorneys in this Section covering a broad range of predominently civil matters which are alluded to above.

Natural Resources. During the fiscal year 1982 the Natural Resources Section employed eight lawyers and two secretaries, with the lawyers' time divided among several agencies of State Government: Department of Environmental Protection (3½ lawyers); Department of Conservation (including Land Use Regulation Commission) (1 lawyer); Department of Marine Resources and that portion of the State Planning Office dealing with coastal resource planning (1 lawyer); Department of Agriculture, (including the Harness Racing Commission, Soil and Water Conservation Commission and Pesticides Control Board) (2 lawyers); and Department of Inland Fisheries and Wildlife, Office of Energy Resources, and the remainder of the State Planning Office (¼ lawyer, total).

During the fiscal year this Section pursued 9 enforce-matters to judgment in the Court resulting in the imposition of a total of $88,250 in civil penalties, 2 of which actions representing the first criminal prosecutions for violations of the State environmental laws. In addition, this Section lawyers provided significant assistance to the staff of the DEP and LURC in negotiating out-of-court consent agreements in a total of 14 cases, which resulted in the payment of $58,700 in civil penalties. This Section also represented its agencies before the Supreme Judicial Court of Maine in several cases involving important questions of constitutional administration law, as well as initiating two important federal administrative proceedings: a petition to the Nuclear Regulatory Commission concerning the proposal of the Maine Yankee consortium to increase the storage capacity for its spent nuclear fuel rods at its facility in Wiscasset, and a petition to the Environmental Protection Agency, requesting that agency to exercise its statutory powers to reduce the quantity of acid rain depositions in the State.

FINANCES, FISCAL YEAR 1982: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,708,950	2,236,369	96,466		376,115	
Health Benefits	68,235	53,850	2,806		11,579	
Retirement	226,371	193,318	5,479		27,574	
Other Fringe Benefits	11,608	9,782	545		1,281	
Computer Services—State	155	155				
Other Contractual Service	210,075	196,978	−14,281		27,378	
Rents	17,414	17,341			73	
Commodities	37,079	34,934	112		2,033	
Grants—Subsidies—Pensions	35,755				35,755	
Equipment	40,528	24,662			15,866	
Transfers to Other Funds	15,223		2,397		12,826	
TOTAL EXPENDITURES	3,371,393	2,767,389	93,524		510,480	

ADMINISTRATION (ATTORNEY GENERAL)

ROBERT J. STOLT, DEPUTY ATTORNEY GENERAL

Central Office: Statehouse, Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333
Telephone: 289-3661

Established: 1820
Sunset Review Required by: June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239A; *Citation:* 5 M.R.S.A., Sect. 191

PROGRAM: This unit did not submit an individual report. See report for the Department of Attorney General.

DISTRICT ATTORNEYS

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: Statehouse, Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333
Telephone: 289-3661

Established: January, 1974
Sunset Review Required by: June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239D; *Citation:* 5 M.R.S.A., Sect. 199

Average Count—All Positions: 50
Legislative Count: 0

PURPOSE: The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes. The District Attorney for each prosecutorial district appears for each county within the district for which he was elected, under the direction of the county commissioners in all actions and other civil proceedings in which any county is a party or interested. All such actions and proceedings shall be prosecuted by him or under his direction, whether civil or criminal in which the State is a party. The District Attorney shall be the legal advisor to the county commissioners.

ORGANIZATION: The State is divided into eight prosecutorial Districts each headed by a District Attorney.

District One—York—G. Arthur Brennan, District Attorney
District Two—Cumberland—Henry N. Berry, III, District Attorney
District Three—Oxford, Franklin, Androscoggin—Janet T. Mills, District Attorney
District Four—Kennebec, Somerset—David W. Crook, District Attorney
District Five—Penobscot, Piscataquis—David M. Cox, District Attorney
District Six—Sagadahoc, Knox, Lincoln, Waldo—John R. Atwood, District Attorney
District Seven—Hancock, Washington—Michael E. Povich, District Attorney
District Eight—Aroostook—John D. McElwee, District Attorney

All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Department of Attorney General.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2993
Mail Address: Statehouse Sta. #37, Augusta, Maine 04333

Sunset Review Scheduled to Start by: June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 242; *Citation:* 22 M.R.S.A., Sect. 3022 §30

Average Count—All Positions: 3 *Legislative Count:* 4

PURPOSE: The Office of the Chief Medical Examiner combines the functions of the coroners physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Private physicians cannot certify death due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The medical examiners are responsible for determining the cause, circumstances, place, date and time of death, and the identity of the deceased. This is accomplished through the processes of investigation, physical examination, autopsy, and other laboratory studies as needed to the end of certifying such deaths. The Office also provides reports for legal and vital records purposes and procures evidence from the person of the deceased for the investigative purposes of other agencies and for legal proceedings.

ORGANIZATION: Prior to 1968 medical examiners, though appointed by the Governor and filing reports with the Attorney General, were county officials. In 1968 the office of Chief Medical Examiner for the State was established, a specialist in forensic pathology was appointed by the Governor as Chief Medical Examiner and a central facility was established. The Chief Medical Examiner was given authority to appoint statewide medical examiners and state funds were appropriated for all necessary expenses. Appropriate Legislation was passed to affect this change.

The system is fundamentally the same as it was when it was first established with resident licensed physicians serving as medical examiners throughout the State on a statutory fee for service basis assisted by local and State law enforcement officials, hospital pathologists, and various State, hospital, and private laboratory resources.

The Office of Chief Medical Examiner was first established in Augusta, moved to Lewiston, and in 1976 returned to Augusta. In 1973 the Office was incorporated under the

Attorney General's Office for administrative purposes. Its case decisions are rendered independent of the Attorney General's Office and the Chief Medical Examiner is appointed by the Governor and he in turn appoints all other medical examiners.

PROGRAM: In fiscal year 1982, the Office of the Chief Medical Examiner investigated 1,616 cases and autopsied 294 cases, 40 of which were ruled homicide or undetermined suspicious for homicide.

Work continued on the development of a detailed computerized record system. In the meantime, records information has been routinely forwarded to the Department of Human Services for study of deaths in young children, and Mental Health and Retardation for the study of suicides in previously hospitalized patients. Medical Care Development Corporation reviewed office records to study ambulance service activities and a study was made of suicides for Crisis Intervention Agency. The state death certificate was revised for more appropriate use by medical examiners. Educational programs for local groups are continously being encouraged.

LICENSES, PERMITS, ETC.: Certificate of appointment of Medical Examiners—issued to persons appointed to serve by the Chief Medical Examiner through the Office of Secretary of State.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	154,393	154,393				
Health Benefits	2,632	2,632				
Retirement	17,162	17,162				
Other Fringe Benefits	302	302				
Computer Services—State	1,129	1,129				
Other Contractual Service	176,716	176,716				
Rents	494	494				
Commodities	5,392	5,392				
Equipment	119	119				
TOTAL EXPENDITURES	358,339	358,339				

DEPARTMENT OF AUDIT

GEORGE J. RAINVILLE, STATE AUDITOR
ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1907 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244; *Citation:* 5 M.R.S.A., Sect. 241

Average Count—All Positions: 38 *Legislative Count:* 22

Organizational Units:
Departmental Bureau
Municipal Bureau

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

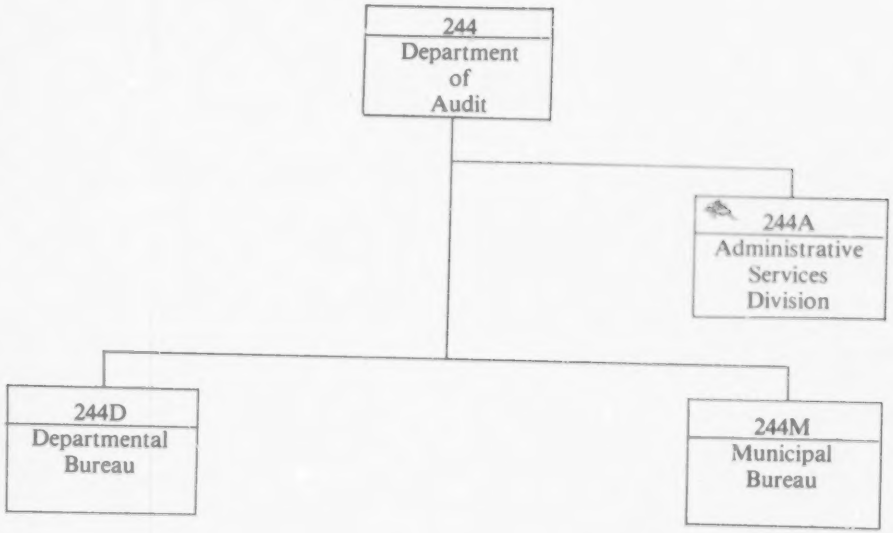
PROGRAM: The program of the Department is implemented through its Bureaus.

Departmental Bureau. The Departmental Bureau performs post-audits of accounts and other financial records of Maine State Government and reports on these audits. Audits scheduled for FY 82 totaled 152. These 152 audits consisted of 77 departments, bureaus, agencies, and/or commissions, 10 institutions, 6 vocational technical institutes, one school of practical nursing, 43 examining boards, and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits. This agency also audits 16 Superior Courts, 33 District Courts and 1 Administrative Court.

Expenditures for personal services are the major disbursement for this Division and represented 93% of the FY 82 expenses.

Municipal Bureau. The Municipal Bureau's revenues are derived from a self supporting Special Revenue Fund based on services and fees charged to counties, cities and towns, other State departments and contributions from the Highway Fund. Revenue from this program is expected to remain constant for the next biennium at $290,000 per year.

DEPARTMENT OF AUDIT
UMB 27



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (Incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	507,081	331,433	175,648			
Health Benefits	15,284	9,538	5,746			
Retirement	78,990	51,336	27,654			
Other Fringe Benefits	962	656	306			
Other Contractual Service	51,865	23,074	28,791			
Commodities	5,214	4,489	725			
Equipment	330	330				
Transfers to Other Funds	7,477		7,477			
TOTAL EXPENDITURES	667,203	420,856	246,347			

PUBLICATIONS:
State Auditors Annual Report

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $52,800 in FY 82 and are, by administrative decision, included with those of Departmental Bureau.

ADMINISTRATIVE SERVICES DIVISION (AUDIT)

ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244A; *Citation:* 5 M.R.S.A., Sect. 242
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The purpose of the Administrative Services Division is to perform postaudits of all accounts and financial records of the 16 Superior Courts, 33 District Courts and the Administrative Court. Legislation mandates that the cost of the audits of the various courts will be borne by the General Fund. Chapter 711, Public Laws of 1980, provided funds for 2 positions and related expenses and Chapter 463, Public Laws of 1981, allowed an additional position and related expenses to audit the courts.

ORGANIZATION: The Administrative Services Division is headed by a chief executive. Authorized personnel in the division total 3, consisting of one Legislative Auditor III, one Legislative Auditor II and one Legislative Auditor I.

PROGRAM: Court audits scheduled for completion during the 1981-82 fiscal year consist of 5 complete counties, 2 separate superior courts and 5 separate district courts for a total of 7 Superior Courts and 12 District Courts. The major goal of this Division is to reach an annual postaudit of all courts in the court system.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $52,800 in FY 82 and are, by administrative decision, included with those of Departmental Bureau.

DEPARTMENTAL BUREAU (AUDIT)

ROBERT A. PARADIS, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244D; *Citation:* 5 M.R.S.A., Sect. 243
Average Count—All Positions: 15 *Legislative Count:* 22

PURPOSE: The purpose of the Departmental Bureau is to perform post-audits of accounts and other financial records of Maine State Government and report on these audits.

ORGANIZATION: The Departmental Bureau is headed by a chief executive. Authorized personnel in the bureau total 22, including two Assistant Directors, four Legislative Auditor III's, seven Legislative Auditor II's and two Legislative Auditor I's.

PROGRAM: The major goal of this bureau is to have the annual postaudits completed within six months of the fiscal year end closing. Audits scheduled for FY 82 totaled 152. These 152 audits consisted of 77 departments, bureaus, agencies and/or commissions, 10 institutions, 6 vocational technical institutes, 43 examining boards and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits.

PUBLICATIONS:
State Auditors' Annual Report

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	331,433	331,433				
Health Benefits	9,538	9,538				
Retirement	51,336	51,336				
Other Fringe Benefits	656	656				
Other Contractual Service	23,074	23,074				
Commodities	4,489	4,489				
Equipment	330	330				
TOTAL EXPENDITURES	420,856	420,856				

MUNICIPAL BUREAU (AUDIT)

EDMOND R. TARTRE, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244M; *Citation:* 5 M.R.S.A., Sect. 243
Average Count—All Positions: 15 *Legislative Count:* 0

PURPOSE: The purpose of the Municipal Bureau is to conduct audits of counties, cities and towns, school administrative districts and other quasi-municipal corporations upon request.

ORGANIZATION: The Municipal Bureau is headed by a Chief Executive. Authorized personnel in the bureau total 15, consisting of 5 Legislative Auditor III's, 3 Legislative Auditor II's, 4 Legislative Auditor I's. and 3 clerical staff.

PROGRAM: The statutes provide that each municipality and quasi-municipal corporation shall have an annual post-audit made of its accounts, covering the last complete fiscal year, by the State Department of Audit or by a qualified public accountant. Upon request, the municipal bureau is expected to audit 65 municipalities and municipal districts, 28 school districts and 131 special audits for the fiscal year ending June 30, 1982. The statutes also provided that each county shall have an annual postaudit made of its accounts by either the State Department of Audit or by a certified public accountant selected by the county commissioners. It is expected that the municipal bureau will audit 10 counties during the fiscal year.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	175,648		175,648			
Health Benefits	5,746		5,746			
Retirement	27,654		27,654			
Other Fringe Benefits	306		306			
Other Contractual Service	28,791		28,791			
Commodities	725		725			
Transfers to Other Funds	7,477		7,477			
TOTAL EXPENDITURES	246,347		246,347			

BAXTER STATE PARK AUTHORITY

GLENN H. MANUEL, CHAIRMAN
IRVIN C. CAVERLY, JR., ACTING DIRECTOR

Central Office: 64 Balsam Drive, Millinocket, Maine *Telephone:* 723-9616
Mail Address: 64 Balsam Drive, Millinocket, Maine 04462
Established: 1933 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 293; *Citation:* 12 M.R.S.A., Sect. 901
Average Count—All Positions: 21 *Legislative Count:* 0

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "*...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds.*"

The primary responsibilities of the authority are to operate and maintain various campgrounds and campsites within the 200,000 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend moneys from trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 200,000 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "park", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park.

Operation of the park is financed in part from use fees, rents, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 200,000 acres with campgrounds, campsites, group areas, and cabins. These overnight facilities have a daily capacity of 960 for the 1981 season with a potential seasonal capacity of 144,000 although actual use will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

BAXTER STATE PARK

The following statistics are on a calendar year basis in order to reflect a full season.

Statistical Use Information:	Calendar Year 1981	1980	1979	1978	1977
USE—BY TYPE:					
Day Use	34,631	35,814	32,487	38,806	27,127
Transient	10,150	11,754	10,149	16,728	13,433
Camper	24,788	22,126	20,716	20,810	17,606
Lodge Guests	718	792	576	566	555
TOTAL	70,287	70,486	63,928	76,910	58,721
MISCELLANEOUS:					
Camper Days	58,184	57,476	53,602	51,919	42,892
Average Stay (Days)	2.35	2.59	2.58	2.50	2.44
Number of Vehicles	25,963	22,894	20,779	24,955	19,444
Financial Information:					
REVENUE:					
Net from Operations	$196,802	$191,121	$170,884	$146,462	$101,320
Trust Fund	651,741	533,565	474,697	319,058	397,365
Miscellaneous	5,483	2,745	(4,808)	15,370	16,711
TOTAL	$854,926	$727,431	$640,773	$480,890	$515,396
EXPENDITURES:					
Personal Services	$496,046	$502,052	$424,470	$330,986	$342,929
All Other	270,622	224,649	171,315	171,659	109,652
Capital	74,315	72,695	22,624	31,189	36,897
TOTAL	$840,983	$799,396	$618,409	$533,834	$520,478

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue non-resident fishing licenses on behalf of the Department of Fisheries and Wildlife.

PUBLICATIONS:

Guide to Baxter State Park	$ .50
Guide to Baxter Park and Katahdin	8.40
Guide to the Appalachian Trail in Maine	9.35
Geology of Baxter State Park	2.00
Mountain Flowers of New England	6.85
River Guide	8.35
Maine Mountain Guide	7.30
Don't Die on the Mountain (Safety)	1.65
Frostbite (Safety)	1.65
Animal Tracks	.25
Topographical Maps	1.85ea.
Greatest Mountain: Katahdin's Wilderness	6.85
Baxter State Park and Katahdin Map	4.15
Allagash and St. John Map	3.10

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	446,595		446,595			
Health Benefits	17,024		17,024			
Retirement	65,124		65,124			
Other Fringe Benefits	2,251		2,251			
Other Contractual Service	140,051		140,051			
Rents	4,502		4,502			
Commodities	35,673		35,673			
Buildings and Improvement	8,981		8,981			
Equipment	57,116		57,116			
Transfers to Other Funds	62,235		62,235			
TOTAL EXPENDITURES	839,552		839,552			

MAINE BLUEBERRY COMMISSION

REPLACEMENT TO BE NAMED, CHAIRMAN
EDWARD H. PIPER, Secretary

Central Office: 6 Winslow Hall, UMO, Orono *Telephone:* 581-7422
Mail Address: 6 Winslow Hall, UMO, Orono, Maine 04469
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 294; *Citation:* 36 M.R.S.A., Sect. 4312-B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Blueberry Commission was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The primary responsibility of the Commission is to promote programs of research, extension and promotion of Maine wild blueberries. Funds to support this activity are derived from a tax on all blueberries grown, purchased, sold, handled or processed in the State.

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine.

The Blueberry Tax law was amended in 1971 to provide an additional "processors' tax" to be administered by Blueberry Industry Advisory Board. The 108th legislature of 1977 renamed this organization as the Maine Blueberry Commission. The Commission is comprised of 5 members appointed by the Commissioner of Agriculture. The Commission elects a chairman from among its members and is authorized to appoint administrative personnel.

Funds generated by the "processors' tax" may be used for any research, educational development, or promotional activities authorized by the Commission for the benefit of the blueberry industry.

In practice, the Commission has appointed as its administrative secretary an officer of the University of Maine who also serves as secretary to the University of Maine Blueberry Advisory Committee. This arrangement provides coordination between the two operations of the Blueberry Tax program.

PROGRAM: Principal efforts of the Maine Blueberry Commission have been to support an advertising program for blueberries through the North American Blueberry Council and to support the research and extension programs at the University of Maine. See the report of the University of Maine Blueberry Advisory Committee for more details.

PUBLICATIONS: See report of University of Maine Blueberry Advisory Committee.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	894		894			
Grants—Subsidies—Pensions	106,275		106,275			
Transfers to Other Funds	1,604		1,604			
TOTAL EXPENDITURES	108,773		108,773			

DEPARTMENT OF BUSINESS REGULATION

HARVEY E. DEVANE, COMMISSIONER

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027; *Citation:* 10 M.R.S.A., Sect. 8001

Average Count—All Positions: 93 *Legislative Count:* 14.5

Organizational Units:

Divisions:
- Administrative Services Division
- Central Licensing Division

Bureaus:
- Bureau of Banking
- Banking Advisory Board
- Bureau of Insurance
  - General Lines Agent Examination Advisory Board
  - Life Agent Examination Advisory Board
- Bureau of Consumer Credit Protection
  - Home Repair Advisory Board

Commissions:
- Maine Athletic Commission
- Real Estate Commission
  - Continuing Education Committee
- State Running Horse Racing Commission

Boards:
- Arborist Examining Board
- Auctioneers Advisory Board
- Board of Commercial Driver Education
- Electricians Examining Board
- Board of Registration for Professional Foresters
- Board of Certification of Geologists and Soil Scientists
- Manufactured Housing Board
- Oil and Solid Fuel Board
- Board of Examiners in Physical Therapy
- State Board of Examiners of Psychologists
- State Board of Social Workers Registration
- State Board of Examiners on Speech Pathology and Audiology
- State Claims Board
- Board of Registration of Substance Abuse Counselors

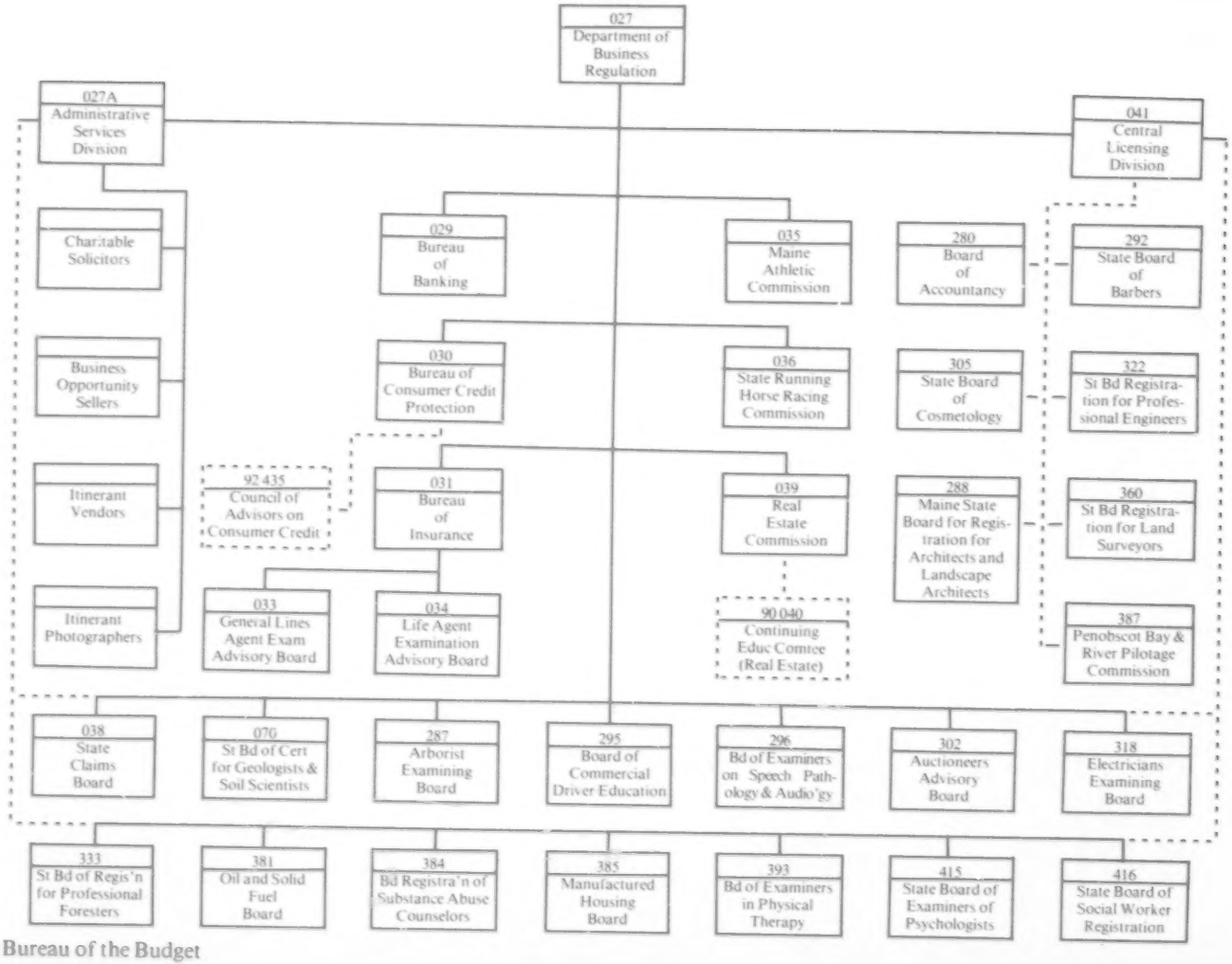
AFFILIATED BOARDS:

Board of Accountancy
Maine State Board for Registration of Architects and Landscape Architects
State Board of Barbers
State Board of Cosmetology
State Board of Registration for Professional Engineers
State Board of Registration for Land Surveyors
Penobscot Bay and River Pilotage Commission

PURPOSE: The Department of Business Regulation exists to oversee and examine financial institutions, insurance companies, grantors of consumer credit, commercial boxing and wrestling, and to license and regulate professions and occupational trades, to approve oil and solid fuel heating equipment, and to award just compensation in land condemnations and in claims against the State.

ORGANIZATION: The Department of Business Regulation was created in October, 1973, as part of State government reorganization designed to consolidate related agencies along functional lines and to strengthen executive direction. Original agencies placed under the jurisdiction of the Department were the Bureau of Banking; the Bureau of Insurance, the Real Estate Commission; the Maine State Boxing Commission (renamed Maine Athletic Commission); the State Running Horse Racing Commission; and the Land Damage Board (renamed State Claims Board). The Administrative Services Division was established by the Commissioner in 1974. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Bureau of Consumer Credit Protection) to implement the Maine Consumer Credit Code which became effective on January 1, 1975.

ORGANIZATIONAL CHART
DEPARTMENT OF BUSINESS REGULATION
UMB 02



Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF BUSINESS REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,835,982	168,612	1,600,137	67,233		
Health Benefits	58,867	4,585	53,041	1,241		
Retirement	265,693	28,098	231,746	5,849		
Other Fringe Benefits	2,647	413	2,196	38		
Computer Services—State	3,837	63	3,774			
Other Contractual Service	675,132	33,359	626,001	15,772		
Rents	22,227		22,227			
Commodities	23,887	2,417	20,978	492		
Grants—Subsidies—Pensions	3,381		427	2,954		
Equipment	16,673	145	16,528			
Transfers to Other Funds	124,066		120,250	3,816		
TOTAL EXPENDITURES	3,032,392	237,692	2,697,305	97,395		

The 107th Legislature transferred the Oil Burner Men's Licensing Board (renamed the Oil and Solid Fuel Board) and the Electricians' Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature established the Central Licensing Division and transferred the Board of Examiners on Speech Pathology and Audiology and the State Board of Examiners of Psychologists from independent agency status to the Department. The 108th Legislature created the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and transferred the Board of Examiners of Arborists from an independent agency status to the Department. In its second session, the 108th Legislature transferred the Social Worker Registration Board from an independent agency status to the Department. The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy from an independent agency status to the Department. It also created the Auctioneers Advisory Board.

The First Session of the 110th Legislature transferred the State Board of Registration for Professional Engineers, the State Board of Registration for Land Surveyors and the Penobscot Bay and River Pilotage Commission to the Department. It also created the Commercial Driving Instructors Licensing Board and transferred the Registration of Charitable Solicitors from the Secretary of State to the Department.

The Second Session of the 110th Legislature transferred from the Department of Human Services to the Department of Business Regulation, the Plumbers Examining Board; the Board of Hearing Aid Dealers and Fitness, and the Board of Funeral Service, all effective July 1, 1983.

PROGRAM: The Commissioner is the administrative head of the Department. As such he budgets for most units of the department, initiates or coordinates all planning, and directs the activities of the Department's two divisions and those of all units and employees not part of a major sub-division. The Commissioner is responsible for most personnel matters and directs the day-to-day management of the Department.

The Commissioner lacks authority to exercise or to interfere with the exercise of regulatory or licensing authority which is vested by statute in the Bureaus, Boards and Commissions of the Department. Only in a few specific and minor cases is the Commissioner given direct regulatory authority.

In the case of affiliated boards, the Commissioner and the Department act only as a liaison with the Governor and with other units of state government. Affiliated boards prepare their own budgets and submit them through the Department. Similarly, they prepare their own legislative proposals. They may or may not elect to use Departmental services such as central licensing.

The Commissioner does develop the Department's legislative program, and coordinates it within the Department and with the administration. The activities of the Department during FY 82 are discussed in the following reports of its component parts.

PUBLICATIONS:

See reports of component units.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF BUSINESS REGULATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	34,063	34,063				
Health Benefits	752	752				
Retirement	6,733	6,733				
Other Fringe Benefits	162	162				
Computer Services—State	5	5				
Other Contractual Service	8,187	8,187				
Commodities	1,396	1,396				
TOTAL EXPENDITURES	51,298	51,298				

BOARD OF ACCOUNTANCY

ALBERT L. NOYES, CPA, CHAIRMAN
LAWRENCE E. PARKER, JR., CPA, Secretary-Treasurer

Central Office: 84 Harlow St., Bangor *Telephone:* 942-6702
Mail Address: 84 Harlow St., Bangor, Maine 04401
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 280; *Citation:* 32 M.R.S.A., Sect. 3971
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, consists of seven members appointed by the Governor. Each member of the Board must be a citizen of the United States and a resident of this State. Three members must be certified Public Accountants and three members must be noncertified public accountants—all in active practice for at least the five preceding years of appointment date. Both the CPA members and the noncertified Public Accountant members must be registered in accordance with the law.

The term of office of each member will expire as now provided by law. The successor of each present member will be appointed for a term expiring September 1 in the third year after the appointment. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon expiration of the term of office, a member continues to serve until a successor has been appointed and has qualified. The Governor will remove from the Board any member whose permit to practice has become void, revoked, or suspended, and may, after a hearing, remove any member of the Board for neglect of duty or any other just cause.

PROGRAM: The duties of the Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates by reciprocity from other states, issuing annual permits to practice to qualified certificate holders, and investigating complaints against certificate holders, taking appropriate action where necessary. The Board prepares and distributes free of charge its roster of licensed practitioners in the State and provides information to the general public in relation to securing of accounting services and to persons contemplating a career in the profession of public accounting.

During the fiscal year 1982 the Board of Accountancy met 7 times, held 4 examinations, issued 53 certificates based on the examination results, and issued 9 reciprocal certificates. A total of 684 Accountants and Certified Public Accountants secured annual permits to practice. The Board implemented the Continuing Education requirement as passed by the 109th Legislature. Four complaints were investigated in conjunction with the office of Attorney General.

LICENSES, PERMITS, ETC.:

Certification:
- Public Accountants
- Certified Public Accountants

Annual Registrations:
- Offices
  - Public Accountants
  - Certified Public Accountants

PUBLICATIONS: Annual Roster listing all public accountants and certified public accountants registered to practice, state statute and Board regulations pertaining to the practice of public accountancy within the State. (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,182		6,182			
Rents	4,181		4,181			
Other Contractual Service	28,210		28,210			
Commodities	132		132			
Transfers to Other Funds	47		47			
TOTAL EXPENDITURES	38,752		38,752			

ADMINISTRATIVE SERVICES DIVISION

LINDA S. GILSON, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027A; *Citation:* 10 M.R.S.A., Sect. 8002

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Administrative Services Division was established by the Commissioner to provide centralized administrative support with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, personnel management and contract administration for all of the bureaus, boards and commissions within the Department of Business Regulation.

ORGANIZATION: Created by the Commissioner in 1975, the Division, in addition to the Director, consists of one secretary, one stenographer, one accountant, one account clerk and two board clerks.

Within the Administrative Services Division there are three functional units. The first is Financial which provides centralized accounting and fiscal services for the department as well as centralization of purchasing and property accounting. The second section, Personnel, is responsible for all personnel transactions for the department including the preparation of payrolls, affirmative action and contract administration. The third section, Board Office, provides support services for most of the occupational and professional licensing boards which are part of the Department of Business Regulation.

PROGRAM: The Administrative Services Division provides day-to-day support services in the areas described in its purpose and organization for the entire department. Additionally, the Division staffs the Commissioner's Office and provides clerical, stenographic and word processing services to bureaus, boards and commissions as their needs require. The Division is responsible for conducting the registration of Charitable Solicitations, sellers of Business Opportunities, Itinerant Vendors and Itinerant Photographers and such other registrations as are mandated to the Department or to the Commissioner. Lastly, the Division is responsible for routine dealings with those charged with the operations and maintenance of the department's buildings and grounds.

LICENSES, PERMITS, ETC.:
Auctioneers Licenses
Transient Sales
Itinerant Photographers

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	99,519		99,519			
Health Benefits	4,329		4,329			
Retirement	16,547		16,547			
Other Fringe Benefits	291		291			
Other Contractual Service	2,374		2,374			
Commodities	2,270		2,270			
Equipment	204		204			
Transfers to Other Funds	33,710		33,710			
TOTAL EXPENDITURES	159,244		159,244			

ARBORIST EXAMINING BOARD

KENNETH STRATTON, DIRECTOR
JAMES McMULLEN, Community Forester

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 287; *Citation:* 32 M.R.S.A., Sect. 2001
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give examinations annually.

ORGANIZATION: The Arborist Examining Board, created in 1961, is comprised of six members, two appointed from the Bureau of Forestry by the Bureau Director and four appointees by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, and one public member; all are appointed for a five year term. The Director of the board is the Commissioner of Business Regulation or his designee. The current Director is the State Entomologist who also serves as a member.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Business Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are now issued on a biennial basis from that Department's Central Licensing Division located at the Stevens School, Hallowell.

PROGRAM: During FY 1982 the Arborist Examining Board examined 14 applicants at the annual examination given in December. Another examination was held in April for job related hardship cases and those who failed the December exam. Twenty applicants were examined in

April. Twenty-five new arborist licenses were issued making a total of 179 arborists. To aid candidates, a pre-examination workshop was conducted at the Department of Business Regulation in Hallowell the week prior to the December examination. In all categories examined the persons attending the workshop attained higher examination grades. This proves the value of the workshop and plans are to continue it.

The Arborist Study Guide was completed and was available to all applicants. A new examination was prepared from the guide.

PUBLICATIONS:

Arborist Study Guide—Free

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	40		40			
Computer Services—State	22		22			
Other Contractual Service	899		899			
Commodities	2		2			
Transfers to Other Funds	468		468			
TOTAL EXPENDITURES	1,431		1,431			

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS

EDWARD W. MILLETT, CHAIRMAN
GEORGE TERRIEN, Secretary

Central Office: 156 Danforth St., Portland *Telephone:* 774-0039
Mail Address: 156 Danforth Street, Portland, Maine 04102
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 288; *Citation:* 32 M.R.S.A., Sect. 211
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Board for Registration of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination, certification and registration of persons who wish to practice architecture or landscape architecture, or use the title "architect" or "landscape architect" in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title "architect" or "Maine registered landscape architect" and engage in performing the functions of each; to issue certificates of registration and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for registration, and employs legal advice and such other assistance as it may deem necessary. Also records of its proceedings, and a register of all applicants for registration are kept by the Board.

ORGANIZATION: The Maine State Board for Registration of Architects and Landscape Architects was enacted by Law in 1977, but was originally established in 1945 as the Maine

State Board of Architects, and then became the Maine State Board for Registration of Architects until 1977. The Board is appointed by the Governor, and is composed of 5 registered and practicing architects, one of whom may be a professor of architecture, 2 registered and practicing landscape architects, and one representative of the public. The term of office of each present member of the Maine State Board for Registration of Architects shall expire as now provided by Law. Landscape architect members shall initially be appointed, one for a 2-year term and one for a 3-year term; the initially appointed members shall be eligible to be qualified for admission to the examination to practice landscape architecture, and the Governor shall make a written finding to that effect. Thereafter, all board members shall be appointed for 3-year terms. In the event that more than 3 members' terms expire during any one calendar year, the following rules shall apply: Members appointed to fill the first 2 vacancies shall be appointed for 3-year terms, the member appointed to fill the 3rd vacancy shall be appointed for a 2-year term; all members appointed to fill any additional scheduled vacancies during that year shall be appointed to 1-year terms.

All board members shall serve until their successors are duly appointed and qualified. Five members of the Board shall constitute a quorum. The Board annually elects a chairman and a secretary, the latter of whom may or may not be a member of the Board. The Board must hold at least 2 meetings each year for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations necessary for the performance of its duties of establishing and maintaining high standards of ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 82, 12 residents in the State were registered as architects; 7 by examination, 2 by reciprocity with registration in another state and 3 through the National Council of Architectural Registration Boards (NCARB).

Thirty-four nonresidents were registered as architects through NCARB. Registration renewals were granted to 157 resident architects and 524 nonresident architects. In addition, 4 resident landscape architects were registered by examination, 1 resident landscape architect by reciprocity with registration in another state, 2 nonresident landscape architects were registered; 1 by examination and 1 by reciprocity with registration in another state. Registration renewals were granted to 36 resident landscape architects and 27 nonresident landscape architects.

Examinations pass rates ranged from 77% on the 1981 Qualifying Exam to 40% on Section A of the Professional Exam and 84% on Section B of the Professional Exam.

One complaint was received concerning a registered architect and 5 complaints of nonlicensed practice of architecture. Three complaints were referred to the Attorney General's office.

The long-range plan is to strive for the constant betterment and to maintain the highest standards of professional conduct in the best interests of the public.

LICENSES, PERMITS, ETC.:

Registration:

Architects and Landscape Architects

PUBLICATIONS:

Additions and update to 1980 Annual Report which includes the Laws, Rules/Regulations of the Maine State Board for Registration of Architects and Landscape Architects, and a list of resident and non-resident architects and landscape architects registered in the State of Maine, showing their addresses and registration numbers. An Annual Report may be sent to any person upon request and payment of $5.00.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,866		2,866			
Other Contractual Service	21,768		21,768			
Rents	2,277		2,277			
Commodities	541		541			
Transfers to Other Funds	1,768		1,768			
TOTAL EXPENDITURES	29,220		29,220			

MAINE ATHLETIC COMMISSION

SAMUEL MICHAEL, CHAIRMAN
JOAN M. SURAWSKI, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2935
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1939 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 035; *Citation:* 8 M.R.S.A. Sect. 101

Average Count—All Positions: 5.5 *Legislative Count:* 5.5

PURPOSE: The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. In 1977 Professional wrestling was added to this commission's jurisdiction. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to license all professional wrestlers and officials for professional wrestling contests and exhibitions; to deny licenses; to suspend licenses of boxers and professional wrestlers for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the general fund by promotors of three percent of gross receipts from boxing and wrestling contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Business Regulation.

The Commission consists of five members appointed by the Commissioner of Business Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Business Regulation employs personnel and provides administrative assistance as required.

On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

PROGRAM: The Maine Athletic Commission has noted an increase in boxing activity, primarily amateur, during the past fiscal year. This was due to more promoters being licensed. There was a Golden Gloves tournament held in Lewiston this year and the winners went on to Vermont for competition. Two out of six won their division in that competition and went on to the New Englands; both lost.

Members of the Commission have prepared updated rules and regulations pertaining to boxing.

There were 54 boxing shows and 21 wrestling shows. A total of 302 boxing and wrestling licenses of all kinds were issued.

LICENSES, PERMITS, ETC.:

Boxing	*Wrestling*
Referee	Referee
Manager	Matchmaker
Physician	Manager
Second	Physician
Timekeeper	Trainer
Boxer	Second
Promoter	Timekeeper
Judge	Announcer
Knockdown timekeeper	Wrestler
	Promoter

PUBLICATIONS: Booklet containing the Statute — Instructions Rules and Regulations Relating to Boxing

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,680	12,680				
Retirement	1,906	1,906				
Other Contractual Service	4,728	4,728				
Commodities	113	113				
TOTAL EXPENDITURES	19,427	19,427				

AUCTIONEERS ADVISORY BOARD

HARVEY E. DEVANE, COMMISSIONER, BUSINESS REGULATION

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 14, 1979 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 302; *Citation:* 32 M.R.S.A. Sect. 271

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Auctioneers Advisory Board was created for the purpose of advising the com-

missioner of the Department of Regulation or his designee on the administration of the laws relating to Auctioneers.

ORGANIZATION: Created effective September 14, 1979, the Auctioneers Advisory Board is composed of 3 members, 2 of whom are auctioneers and one who is a public member. The members are appointed by the commissioner and serve for initial terms of one, 2 and 3 years respectively without compensation. Members are reimbursed for actual expenses for attendance at meetings. After the expiration of the terms of the initial members, succeeding members serve for a term of 3 years. The advisory board meets at least twice each year in the department offices and at any other times as the commissioner deems necessary.

PROGRAM: The Auctioneers Advisory Board met once during the fiscal year to hear a complaint against an auctioneer for a violation of the law and recommend disciplinary action to the Commissioner.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Department of Business Regulation.

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT
ROY L. GOVE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3231
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333

Established: 1827 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 029; *Citation:* 9-B, M.R.S.A., Sect. 121

Average Count—All Positions: 32 *Legislative Count:* 6

PURPOSE: The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly and are not fraudulent.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 18 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter; to administer the Maine Securities Act requiring registration of all non-exempt securities sold and registration of all brokers, dealers and agents selling securities in Maine; to prohibit dealers and agents from offering or selling securities if not satisfied that offerings have been made honestly, fairly, in good faith, with proper disclosure of information, and will not work a fraud on the prospective purchaser; to suspend or revoke, after hearing, the registration of dealers or agents or of any security, where statutory requirements have not been met; and to respond quickly and effectively to consumer complaints, investigate possible violations and make recommendations to the Attorney General as to the prosecution of violators. The Bureau administers the Takeover Bid Disclosure Law, requiring the filing of information about any company seeking to purchase 5% or more of the shares of any non-exempt target company which is organized under Maine law or which has substantial assets located in Maine, and can

prohibit such offer, if after a hearing the proposed offering is deemed not to meet the requirements of law. The Bureau is lastly required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

ORGANIZATION: From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, loan and building associations and trust companies, including approvals of branches, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was to be administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to expand further the definition of securities, to add civil liability and anti-fraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. Significant amendments effective in 1980 and 1981 also redefined certain terms, provided new or expanded exemptions, and added new enforcement authority. In 1978 a Takeover Bid Disclosure Law was enacted, naming the Bank Superintendent or his designee as the administrator. That law was amended in 1982 with the intent to preclude any attack on its constitutionality under the supremacy and commerce clauses. Both the Maine Securities Act and the Takeover Bid Disclosure Law are administered by the Securities Division of the Bureau.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities divisions.

Banking. Statutory requirements now call for examination of all state-chartered financial institutions and credit unions to be completed once in an 18 month period. The present 18 month period for examinations ends December 31, 1982.

One branch application was received and approved during fiscal year 1982 and one application from fiscal year 1982 was approved. One branch application is pending as of the close of the fiscal year 1982. During the present fiscal year, the Bureau received and processed several applications for mergers: three applications involving six savings banks were approved;

two savings banks were given permission to merge with two savings and loan associations; and one application for two savings and loan associations to merge was approved. Also, the Bureau approved the acquisition of a national bank by a state-chartered trust company and one application for a trust company to acquire a national bank is pending at the close of the fiscal year. Two savings banks were given permission to join a mutual service corporation during this fiscal year. The Bureau also approved forty-five Customer Bank Communication Terminal (CBCT) locations.

Administrative officers of the Bureau attended and participated in programs of industry groups, professional associations and federal bank regulatory agencies. The Bureau conducted a State Banking Conference in June which was very well attended by the financial industry. This conference will be held on an annual basis and will provide an opportunity for the industry to obtain insights regarding future trends as well as meeting with the regulators.

Advanced examiner training included: two examiners completed school for New Examiners; three participated in Intermediate school, both sponsored by the Conference of State Bank Supervisors; one examiner completed Examiner Training School conducted by the Federal Home Loan Bank; five participated in various federal interagency schools including Basic and Advanced Trust Department Examination, Management Workshop and Savings Bank Seminar; three examiners attended specialized schools for credit union or savings and loan examinations; four examiners participated in several schools dealing with Electronic Data Processing; two examiners attended the Federal Home Loan Bank schools on consumer lending and futures; one examiner is enrolled in Maine-New Hampshire Savings Bank Graduate School; one examiner has acted as an instructor for the schools sponsored by the Conference of State Bank Examiners; three individuals represented the Bureau at the annual Colby Institute for Management seminar.

A substantial effort in the past year has been expended to train qualified examiners. A training program which utilizes many schools external to the Bureau as well as the Bureau's staff is ongoing. The Bureau is broadening the scope of its examination capabilities to include electronic data processing and bank holding companies.

A closer working relationship with Federal regulatory agencies is being fostered. Joint application forms for new branches, mergers, relocations, etc. are being utilized. The Bureau has been pilot testing a new approach to examinations. It is a divided examination program in which only one agency, state or federal, will conduct the examination and provide the other with its report. The agencies will alternate examinations of each financial institution, rather than examine them concurrently, which was the past practice. This system appears to provide for better utilization of staff, and also eases the regulatory burden on financial institutions.

Securities Division. The Securities Division processed 1,985 applications to register securities, 260 notifications to perfect non-public exemption under §874-A(3), and 486 notifications to perfect exchange listing exemption under §873(5) (B), during the fiscal year 1981-82. As of the end of the fiscal year, the Division has 521 dealers in securities registered, and 2,729 agents registered to sell securities in Maine.

Securities registered for sale in Maine are, as in the past, issued by companies in a wide variety of businesses, although companies involved in oil/gas and energy related businesses, real estate related businesses, as well as shareholder dividend reinvestment plans of various companies were significant in number. In addition, investment company securities being registered evidenced the continued popularity of money-market type mutual funds and tax-exempt municipal bond funds. In addition, bank related securities activities have become evident during the past fiscal year, including offerings of retail-repos, and the beginning of an offering of brokerage account services introduced by a bank.

No formal enforcement activity occurred under the Maine Securities Act, and no enforcement activity or registration activity occurred under the Maine Takeover Bid Disclosure Law.

During the preceding fiscal year, the most recent amendments to the Maine Securities Act became effective. These amendments complete the planned changes in the Maine Securities Act and provide significant deregulation, by providing new or expanded exemptions, as well as by eliminating some duplicative registration procedures for issuers, as a result of the redefining of the term "dealer". The recent amendments also provide important new or improved enforcement authority under the Maine Securities Act to enable the State to adequately respond to violations that may occur. Together with these amendments, an additional staff person was authorized and hired. This position shall be primarily focusing on investigation and enforcement activity.

The Maine Takeover Bid Disclosure Law was also amended during the fiscal year. These amendments were designed to cure potential constitutional frailties in the law, based upon court decisions concerning other States takeover laws. In June 1982 the U.S. Supreme Court issued a decision concerning the Illinois takeover law and found that that law was unconstitutional because it was an undue burden on interstate commerce. The Division will continue to study the decision and its affect on our state takeover bid law, and will make recommendations to remedy any defects which exist.

The immediate goal of the Division is to develop more enforcement expertise through formal training and experience, and to establish awareness particularly among certain classes of investors, of the Division's function, of the securities laws, and of popular investment schemes.

LICENSES, PERMITS, ETC.:

License:

Securities Agent or Salesman
Securities Dealer
Negotiable Money Orders

PUBLICATIONS:

Banking Laws, Regulations and Bulletins—Maine Bureau of Banking ($40.00) (includes 5 year updates 1980-1984 inclusive)

Maine Securities Act—(Temporarily out of print)

Annual List of Dealers & Agents (Securities Division) ($2.00)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	535,712	64,510	471,202			
Health Benefits	17,436	2,329	15,107			
Retirement	80,936	9,514	71,422			
Other Fringe Benefits	629	66	563			
Computer Services—State	1,675	55	1,620			
Other Contractual Service	169,658	8,098	161,560			
Rents	197		197			
Commodities	4,523	536	3,987			
Grants—Subsidies—Pensions	427		427			
Equipment	520		520			
Transfers to Other Funds	16,633		16,633			
TOTAL EXPENDITURES	828,346	85,108	743,238			

STATE BOARD OF BARBERS

NORMAN P. HOUDE, CHAIRMAN
RAYMOND L. HODGKINS, Executive Secretary

Central Office: 154 State Street, Augusta; *Floor:* 1 *Telephone:* 622-3821
Mail Address: Statehouse Sta. #96, Augusta, Maine 04333
Established: 1937 *Sunset Termination Scheduled to Start by:* June 30 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 292; *Citation:* 32 M.R.S.A., Sect. 3951
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of barbering in the State of Maine; to issue and renew bi-annually such certificates to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the certificate of any school, barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom certificates are issued; to issue certificates of approval to qualifying schools of barbering; and to make and enforce rules and regulations, consistent with the law and subject to the approval of the Department of Human Services and the Department of Education & Cultural Services, concerning the practice of barbering and operating of schools for its instruction.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology.) This Board now consists of five members: one is the director of the Bureau of Health, one is a lay person representing the public and three are active barbers, the last four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary.

PROGRAM: During FY 1982 the Board held 3 organized meetings, administered examinations to 20 candidates, all passed the examinations. There were no consumer complaints received by the Board, all discrepancies were found in barber shops by the Board's inspector and corrections were made by the shop owners. 965 inspections were made during FY 82.

The following number of licenses, registrations and permits were issued during the year: barber shop 464, barber certificate of registration 699, work permits 16, apprentice registrations 8, school licenses 2, instructor registrations 12, student permits 31, technician registrations 6; 41 new shops opened, 51 closed, 15 shops changed location and 7 shops changed ownership.

There were no new laws passed pertaining to barbering and no changes were made of the Boards Rules pertaining to schools and barber shops.

LICENSES, PERMITS, ETC.:

License:
- Barber Shop
- Barber School

Registration:
- Certificate of Registration for Barbers
- Certificate of Registration for Instructor
- Certificate of Registration for Technician
- Certificate of Registration for Apprentice

Permit:
Student
Work

PUBLICATIONS:
Barber Board Bulletin, published once annually and distributed to all barber shops (free).

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	15,945		15,945			
Health Benefits	713		713			
Retirement	2,296		2,296			
Other Fringe Benefits	15		15			
Other Contractual Service	6,856		6,856			
Rents	2,401		2,401			
Commodities	46		46			
Transfers to Other Funds	1,452		1,452			
TOTAL EXPENDITURES	29,724		29,724			

STATE CLAIMS BOARD

JOANNE S. SATALOFF, CHAIRWOMAN
RONALD M. ROY, Chief Counsel & Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2861
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 038; *Citation:* 23 M.R.S.A., Sect. 152
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The State Claims Board was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Board are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of $2,000.00 for each claim.

ORGANIZATION: Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was

superseded by the Land Damage Board in September, 1961. Under State Government Reorganization legislation, effective October 3, 1973, the Board was placed within the Department of Business Regulation.

The Land Damage Board whose name was statutorily changed to the State Claims Board consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Board is appointed for each hearing or series of hearings within the County where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Board.

PROGRAM: The State Claims Board scheduled for hearings, 211 cases during FY 82. However, there were 248 cases disposed of, 236 of which were land damage cases and 12 represented State claims. There were 105 cases which were either settled or otherwise closed without the need of hearings, 97 were land damage cases and 8 were State claims. There were 106 cases heard before the Board, 103 land damage cases and 3 general claims. There were 67 cases continued.

The Board is continuing to review and study the need for revised legislation dealing with the award of just compensation and to expand its jurisdiction.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE CLAIMS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (Incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	67,233			67,233		
Health Benefits	1,241			1,241		
Retirement	5,849			5,849		
Other Fringe Benefits	38			38		
Other Contractual Service	15,772			15,772		
Commodities	492			492		
Grants—Subsidies—Pensions	2,954			2,954		
Transfers to Other Funds	3,816			3,816		
TOTAL EXPENDITURES	97,395			97,395		

BOARD OF COMMERCIAL DRIVER EDUCATION

SCOTT B. MACOMBER, CHAIRMAN
KAREN L. MILBURY, BOARD CLERK

Central Office: Stevens School, Central Bldg., Hallowell, Maine *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: January 1, 1982 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 295; *Citation:* 32 M.R.S.A., Sect. 9552

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Commercial Driver Education was created for the purpose of examining and licensing commercial driver education schools and instructors as well as investigating all complaints of noncompliance with or violation of the law and/or established rules and regulations.

ORGANIZATION: The Board of Commercial Driver Education is composed of 5 members appointed by the Governor. Two members are representatives of Class A schools, as defined in section 9601, one is a representative of Class B schools, as defined in section 9601, one member is a public representative and one member is the Director of the Division of Motor Vehicles or his designee.

The term of office of each member is 4 years, except that, of the 3 school members on the first board appointed under this subchapter, one was appointed for 2 years and one for 3 years.

PROGRAM: A total of 143 commercial driver education schools and instructors are currently licensed; 46 Class A schools; 4 Class B schools; 85 Class A instructors; and 8 Class B instructors.

The Board has held five meetings throughout the year.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMERCIAL DRIVER EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	140		140			
Other Contractual Service	2,212		2,212			
Commodities	146		146			
Transfers to Other Funds	554		554			
TOTAL EXPENDITURES	3,052		3,052			

BUREAU OF CONSUMER CREDIT PROTECTION

BARBARA REID ALEXANDER, SUPERINTENDENT
HARRY W. GIDDINGE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 030; *Citation:* 9-A M.R.S.A., Sect. 6-103

Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Home Repair Financing, Collection Agencies, Insurance Premium Finance Companies, Simplified Consumer Loan Contracts, and the Fair Credit Reporting Act.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature amended the name of the Bureau of Consumer Protection to be Bureau of Consumer Credit Protection in PL 501.

PROGRAM: The Bureau's program is composed of two basic parts: examination of lending institutions to seek compliance with consumer credit laws and a consumer education program. During FY 82, 259 creditors,24 debt collection agencies, and 6 credit bureaus were examined. During this period the Bureau returned approximately $37,800 to consumers as a result of violations discovered during the examination and complaint resolution process. The Bureau cited 1,017 violations of truth in lending laws and 1,329 Consumer Credit Code violations after reviewing 37,431 transactions. The Bureau received about 1,000 credit-related questions and complaints from consumers. The Bureau entered into an assurance of discontinuance with 16 creditors, 3 debt collection agencies, 1 credit reporting agency, conducted 2 enforcement hearings and 1 licensing hearing. Two Collection Agency licenses were revoked. The Bureau issued 13 Advisory Rulings pursuant to the Consumer Credit Code, 1 under the Collection Agency Law and 1 under the Insurance Premium Financing Act. The Bureau also initiated an examination program to implement the Fair Credit Reporting Act. The Bureau cited 206 violations after reviewing 4,163 credit denial files of 98 creditors during FY 82.

The Bureau continued a quarterly publication, Consumer Credit Newsletter, designed to assist creditors in complying with state and federal consumer credit laws and conducted, in cooperation with the Council of Advisors on Consumer Credit, 3 workshops for creditors throughout the state. There were 3 other Consumer Credit seminars conducted by the examination staff at the request of creditors and other trade groups.

Creditors reported a volume of consumer credit extended during calendar year 1981 of $943,208,503. This total does not include volume unreported by 13 federally-chartered financial institutions which, based on estimates, would increase the total by another 100 million.

The Bureau received filings or licensed the following creditors in FY 81:

Supervised financial organizations (banks, credit unions)	526
Supervised lenders (small loan companies)	16
Other Creditors (merchants)	1,080
Other lenders	16
Sales finance companies	24
Home Repair Contractors; Salesmen	89
Collection Agencies	23
Insurance Premium Finance Co.	26
Total	1,800

LICENSES, PERMITS, ETC.:

License:

- Home Repair Contractors
- Home Repair Financing Agencies
- Home Repair Salesmen
- Collection Agencies
- Insurance Premium Finance Companies
- Supervised Lenders-Consumer Credit Code
- Consumer Credit Code Registrations

PUBLICATIONS:

- Down Easter's Pocket Credit Guide (free to Maine residents)
- Down Easter's Lemon Guide (free to Maine residents)
- Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)
- Consumer Credit Newsletter ($5/yr.)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	168,430		168,430			
Health Benefits	5,140		5,140			
Retirement	20,160		20,160			
Other Fringe Benefits	279		279			
Other Contractual Service	50,615		50,615			
Rents	105		105			
Commodities	2,450		2,450			
Equipment	172		172			
Transfers to Other Funds	12,337		12,337			
TOTAL EXPENDITURES	259,688		259,688			

STATE BOARD OF COSMETOLOGY

JOYCE M. POULIN, CHAIRMAN
GERALDINE L. BETTS, Executive Secretary

Central Office: Capitol Shopping Center, Augusta *Telephone:* 289-2231 & 289-2232
Mail Address: Statehouse Sta. #62, Augusta, Maine 04333

Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 305; *Citation:* 32 M.R.S.A., Sect. 1601

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board was established to administer, coordinate, and enforce Chapter 23; evaluate the qualifications and supervise the examinations of applicants for registration; and at its discretion investigate allegations of violations, in order to protect the consuming public.

ORGANIZATION: The Board consists of 7 members, 6 of whom shall be appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public and one member shall be the Director of Health. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

During the fiscal year 1981-82, the Board of Cosmetology conducted sixteen meetings. On March 22, 1981, the Board held a public hearing to propose new rules and regulations relating to beauty school, beauty shops, apprentice cosmetologists and instructors. The proposed rules have not as yet been adopted by the Board.

The Board meets at least twice during the calendar year: once in the month of January to select a chairman, and again before the end of December. During the fiscal year 80-81, the Board of Cosmetology held eight public meetings.

PROGRAM: Seven hairdresser examinations were held during the fiscal year 19 81-82. A total of three hundred and six candidates were examined. Twenty-nine candidates examined failed the examination, with twenty candidates retaking a second exam and successfully passing. These figures do not reflect the June 1982 exam since the results are not yet in. Twelve candidates were examined for cosmetology instructor licenses. Eleven passed the instructor exam and one failed.

A total of three hundred and two new beauty shops were licensed during 1981-82, and approximately 3,574 beauty shop inspections were conducted.

LICENSES, PERMITS, ETC.:

License:

Apprentice Hairdresser's Certificate of Registration
Beauty Shop License

Student Hairdresser's Certificate of Registration
Hairdresser's Certificate of Registration
Instructor's Certificate of Registration
Demonstrator's Certificate of Registration
Hairdresser's Certificate of Registration (Manicurist)
Student Instructor Hairdresser's Certificate of Registration

Permit:
Permit to Practice Hairdressing and Beauty Culture

PUBLICATIONS:
School Rules and Regulations (free)
Student Rights (free)
Rules and Regulations Pertaining to Beauty Shops (free)
State Board of Cosmetology Laws Pertaining to Cosmetology 1977 (free)
Rules of Practice (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF COSMETOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	64,916		64,916			
Health Benefits	3,378		3,378			
Retirement	9,003		9,003			
Other Fringe Benefits	97		97			
Other Contractual Service	38,668		38,668			
Rents	8,559		8,559			
Commodities	929		929			
Equipment	5,568		5,568			
Transfers to Other Funds	3,010		3,010			
TOTAL EXPENDITURES	134,128		134,128			

ELECTRICIANS' EXAMINING BOARD

ROY SOUCY, CHAIRMAN
BLAKE McKAY, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2352
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 318; *Citation:* 32 M.R.S.A., Sect. 1151
Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power, and other purposes and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician or Apprentice or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installations of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

The Board consists of the Commissioner of Business Regulation, who serves as an executive secretary, or the Commissioner's appointee who must be confirmed by a majority of the Board members. The remaining members are appointed by the Governor. Two must be appointed from a list of three submitted by the State Electrical Associates. The appointive members must consist of one master electrician, one inside electrician, one electrical inspector, two other persons experienced in the electrical field and one public member. All members, except the public member, must have at least ten years' experience in the electrical field. The Board annually elects its own chairman.

PROGRAM: During FY 1982, the Electricians' Examining Board held 13 meetings, administered examinations to 683 applicants, of which 45% were issued licenses. A total of 6,416 people hold licenses issued by the Board.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the State. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFPA #70). A total of 1,056 inspections were made during the year.

The Board also checks electrical vocational school students' projects and holds classes throughout Maine to inform electricians of important code changes.

The Board assists the State Fire Marshal's Office with investigation of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installation. In FY 82, they were involved in 26 court cases, 14 of these were complaints against unlicensed people. Thirty-eight complaints were received against licenses and all were handled without formal disciplinary action.

In addition to their other duties, the Board has control over lightning rod installers (14) and motion picture operators (424).

In October, 1982 an electrical permit system was initiated requiring electrical permits for all electrical work, except for industrial plants and one and two family dwellings. Since this law has been in effect 550 permits have been issued.

LICENSES, PERMITS, ETC.:

License:

- Apprentice Electrician
- Helper Electrician
- Journeyman Electrician
- Limited Electrician
- Master Electrician
- Lightning Rod Agent
- Lightning Rod Manufacturer
- Motion Picture Operator
- Motion Picture Apprentice Operator

PUBLICATIONS:

- Statutes of the Electricians Examining Board (free)
- Roster of licensed electricians

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	68,273		68,273			
Health Benefits	2,417		2,417			
Retirement	9,605		9,605			
Other Fringe Benefits	210		210			
Computer Services—State	133		133			
Other Contractual Service	29,052		29,502			
Rents	30		30			
Commodities	302		302			
Transfers to Other Funds	3,140		3,140			
TOTAL EXPENDITURES	113,162		113,162			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

HARRY E. CUMMINGS, CHAIRMAN
SYLVESTER L. POOR, Secretary

Central Office: 65 Westwood Road, Augusta *Telephone:* 289-3236
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333

Established: 1935 *Sunset Termination Scheduled to Start by:* June 30, 1981

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 322; *Citation:* 32 M.R.S.A., Sect. 1301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistant with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers appointed from nominees recommended by the representative engineering societies of the State by the Governor and one representative of the public, who shall be appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

PROGRAM: During FY 1982, a total of 236 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 207 applicants. As of June 30, 1982, a total of 3,156 engineers were registered for the fiscal year of 1982.

During the fiscal year, 201 applications for the Engineer-in-Training Certificates were received. Of this number 168 were seniors in the College of Engineering and Science at the University of Maine at Orono. Engineer-in-Training Certificates were granted to 146 applicants.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. The fall examinations were given in Augusta on October 30 and 31, 1981 with 51 professional engineer candidates on October 30th and 20 Engineer-in-Training candidates at-

tending. The spring examinations were given in Augusta on April 16 and 17, 1982 with 71 professional engineer candidates on April 16 and 12 engineer-in-training candidates on April 17th attending. Also on April 17th the engineer-in-training examinations were given at Orono, at the University where 182 candidates attended.

The Board used the Uniform Written Examinations as provided by the National Council of Engineering Examiners (NCEE) for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the National Council at cost. Boards of about 48 states and 4 territorial jurisdictions use these National Council examinations. This is an aid in attaining better uniformity in conducting comity among the several state boards.

The Board held four regular meetings during FY 82. These dates were July 9 and October 8, 1981, and January 14 and March 19, 1982. A Special meeting was called on July 24, 1981 and on March 19, 1982 to canvass late scores from the April and October examinations.

The Board invited 6 applicants to appear for Oral Interviews. Two were granted registration as Professional Engineers.

LICENSES, PERMITS, ETC.:

Registration:
- Professional Engineer
- Engineer-in-Training

PUBLICATIONS:

"Forty-fifth Annual Report With Roster of Professional Engineers" as of April 1, 1982 (free)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers" (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	29,432		29,432			
Commodities	99		99			
Transfers to Other Funds	672		672			
TOTAL EXPENDITURES	30,203		30,203			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS

MARSHALL D. ASHLEY, CHAIRMAN
ROBERT UMBERGER, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell; *Floor:* 1 *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 333; *Citation:* 32 M.R.S.A., Sect. 5004

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State Board of Registration for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest

resources of the State. The Board implements these goals by registering and licensing professional foresters, and has the power to revoke or suspend the license of a registered professional forester for cause.

ORGANIZATION: The Board consists of 5 registered professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1, 2, 3, 4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the terms of any initial board member the Governor appoints members for a 5 year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and executive secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

PROGRAM: A total of 90 new applicants have applied for registration as Professional Foresters; 85 have been approved. The remaining applications have been denied because they lacked the necessary qualifications or because their application is pending action. At the end of the fiscal year there were 718 Professional Foresters licensed.

Seven investigations were conducted into charges of people practicing forestry without being registered. Most of the cases involved unlicensed persons advertising themselves as foresters in printed publications.

The Board held two meetings throughout the year.

LICENSES, PERMITS, ETC.:

License:

Registered Professional Forester

PUBLICATIONS: (Upon Request)

Laws and Rules of the Maine State Board of Registration for Professional Foresters.

Listing of all Registered Professional Foresters—Names, Addresses, and License Numbers.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	12		12			
Other Contractual Service	4,584		4,584			
Commodities	10		10			
Transfers to Other Funds	1,069		1,069			
TOTAL EXPENDITURES	5,675		5,675			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

RICHARD BEGIN, Ph.D., CHAIRMAN
THEODORE BRIGGS, Superintendent

Central Office: Stevens School, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333
Sunset Review Required by: June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 033; *Citation:* 24A M.R.S.A. Sect. 1525
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public

The board may, in addition, consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The General Lines Agent Examination Advisory Board held 11 meetings throughout the year. They prepared new examinations for the General Lines Initial, General Lines Permanent and Adjusters Licenses. They also developed guides for the aforementioned examinations which are designed to assist prospective licensees in preparing for the examinations.

FINANCES, FISCAL YEAR 1982: 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

PAUL A. BEERS, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 070; *Citation:* 32 M.R.S.A., Sect. 4907

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experience background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, an administrative unit of the Department of Business Regulation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Business Regulation.

PROGRAM: Regular meetings were held during the year. Four examinations for certification were administered and 1 new license was issued. The percentage for those licensed after taking the examination was 25%. No complaints or disciplinary action was instituted during the year.

Legislation was introduced to provide for certification of all individuals practicing Soil Science or Geology for the public as defined.

LICENSES, PERMITS, ETC.:

Certification:
- Geologists
- Soil Scientists

PUBLICATIONS:

Roster: (at cost)
Law and Rules and Regulations: Free

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	3		3			
Other Contractual Service	2,955		2,955			
Commodities	19		19			
Transfers to Other Funds	545		545			
TOTAL EXPENDITURES	3,522		3,522			

BUREAU OF INSURANCE

THEODORE T. BRIGGS, SUPERINTENDENT

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1870 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 031; *Citation:* 24A M.R.S.A., Sect. 200

Average Count—All Positions: 32 *Legislative Count:* 1

Organizational Units:

General Lines Agent Examination Advisory Board
Life Agent Examination Advisory Board
Examination Division
Consumer Services Division
Licensing Division
Property and Casualty Division
Life and Health Division
Actuarial Division

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau is responsible for authorizing and reviewing self-insurance status for both individual and group self-insurers for workers compensation.

The Bureau may file a complaint with the Administrative Court seeking suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A.

ORGANIZATION: In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provison that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

PROGRAM: The program of this Bureau is implemented through its five divisions.

Property and Casualty Division. This Division reviewed approximately 2,912 rate, rule and form filings, responded in writing in 1,070 various matters, handled numerous telephone complaints and inquiries, held a rate hearing on Workers' Compensation and several other rule-making and adjudicatory hearings and published an automobile insurance premium comparison guide.

Consumer Services Division. The Consumer Services Division serviced 1,424 complaints and 1,844 inquiries during 1981. Eighty (80) hearings were scheduled on cancellation or nonrenewal of dwelling or automobile insurance policies; 32 hearings were held with 19 of the cases decided in favor of the insured; 48 hearings were cancelled because the involved insurance companies withdrew their termination action.

Examination Division. The Examination Division completed 10 domestic insurance company examinations, 5 policy reserve valuations, and 2 road service club examinations. Examinations are in process on 9 domestic insurance companies. Statistical reports were compiled on insurance written in the State of Maine.

Licensing Division. During the fiscal year 82, the Licensing Division processed new licenses for 19 companies, 0 Road Service Organizations, 825 agents, 35 adjusters, 70 brokers and 12 consultants. There were 517 agents cancelled. The net gain for the year was 308. There are currently 5,958 licensed agents, 261 adjusters, 746 brokers, 31 consultants and 719 companies to do business in Maine. The Bureau administered 1,213 exams. The number of exams given is larger than the number of agents licensed because a number of exams were retakes.

Life & Health Division. The Life & Health Division received during fiscal year 1982, 7,270 policy forms for review; 683 of which required further correspondence; 349 forms were subsequently disapproved and 6,921 approved or placed on file. This Division also processed 164 consumer written requests for information or help concerning problems of marketing or claim settlement.

LICENSES, PERMITS, ETC.:

License:

- Insurance Agents (Res. & Nonres.)
- Insurance Brokers (Res. & Nonres.)
- Insurance Adjuster (Res. & Nonres.)
- Surplus Lines Insurance Brokers
- Road Service Co. & Agents
- Insurance Consultants (Res. & Nonres.)
- Insurance Companies
- Rating Organizations
- Inter-Insurers
- Health Maintenance Organization

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	496,592	32,908	463,684			
Health Benefits	14,897	752	14,145			
Retirement	74,487	6,507	67,980			
Other Fringe Benefits	526	162	364			
Computer Services—State	1,036		1,036			
Other Contractual Service	121,193	1,742	119,451			
Rents	2,255		2,255			
Commodities	5,192	2	5,190			
Equipment	2,815		2,815			
Transfers to Other Funds	24,424		24,424			
TOTAL EXPENDITURES	743,417	42,073	701,344			

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

RICHARD F. BASTOW, CHAIRMAN
THEODORE M. STONE, Secretary

Central Office: Sherburne St., So. Gardiner, Maine *Telephone:* 582-3443
Mail Address: Statehouse Sta. #98, Augusta, Maine 04333
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1981
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 360; *Citation:* 32 M.R.S.A., Sect. 1671
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land Surveyors; to keep a roster of the names and places of business of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to refer cases to the Administrative Court for disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

ORGANIZATION: The State Board of Registration for Land Surveyors, established in 1967, consists of five land surveyors and one public member appointed by the Governor, for terms of five years. Land Surveyor members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary. Legislative action has transferred this Board to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The State Board of Registration for Land Surveyors meets a minimum of four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants. Prerequisites to taking the examination are five years of apprenticeship in land surveying or three years apprenticeship with academic training, or three years apprenticeship with a Land Surveyor-in-Training certificate.

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is designed for students who have completed a surveying curriculum or apprentices working with a registered Land Surveyor, in order to certify them in the first step toward registration.

During fiscal year 1982, 20 Land Surveyor applications were received and 17 were registered. The total number of registrants on 30 June 1982 was 1,002. Of this number 204 are non-state residents. Land Surveyor-in-Training applications during this period were 24. A total of 23 were certified which included applications from the previous year. There are now 495 certified Land Surveyors-in-Training.

LICENSES, PERMITS, ETC.:

Registration:
- Land Surveying
- Land Surveyor-in-Training

PUBLICATIONS:

Roster, published biennially, and distributed to all registered Land Surveyors and others upon request.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	9,975		9,975			
Commodities	14		14			
TOTAL EXPENDITURES	9,989		9,989			

CENTRAL LICENSING DIVISION

MARY ELLEN PEASLEE, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2217
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: July 30, 1976 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 041; *Citation:* 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: To process and issue certificates of registration, or reregistration for all individuals, bureaus, boards and commissions within the Department of Business Regulation and to maintain a central register containing the necessary facts for administrative information or planning purposes.

ORGANIZATION: The Central Licensing Division was created in 1976 and first activated in 1977. The Commissioner of the Department is charged with hiring the Director of the Central Licensing Division and all other staff necessary to discharge the licensing and administrative duties of the Division.

PROGRAM: The Central Licensing Division has produced a standardized system of computerized license issuance and renewal for all bureaus, boards, and commissions in or attached to the Department of Business Regulation. This task had been done manually by the separate units.

Four new boards were added to the system in 1982. They are the Board of Commercial Driver Education, Plumbers' Examining Board, Board of Hearing Aid Dealers and Fitters and the State Board of Funeral Service making a total of 38,880 licenses on the in-house computer system. A standard form is now available for both original and renewal licenses for all units within the department. We also produce a variety of management reports for each unit we serve and statewide or partial lists for all or any licensing category.

Use of the new system has reduced the cost of record keeping, eliminated peak renewal periods, reduced overtime costs, eliminated the need for additional personnel and has given the units greater control over the licensing process. It also provides word processing which includes production of tests and answer sheets which are alterable on a weekly basis for security purposes, form letters, newsletters ready for printing and a variety of other previously manually produced documents.

PUBLICATIONS:

Rosters (Names & Addresses) for all boards and bureaus in the Department can be obtained from the computer system. The Division's system is flexible and specific information can be obtained upon request, at a pre-determined cost, by contacting the Division.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL LICENSING DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	36,610		36,610			
Health Benefits	1,233		1,233			
Retirement	5,309		5,309			
Other Fringe Benefits	34		34			
Other Contractual Service	4,345		4,345			
Commodities	1,360		1,360			
Equipment	6,570		6,570			
Transfers to Other Funds	4,621		4,621			
TOTAL EXPENDITURES	60,082		60,082			

LIFE AGENT EXAMINATION ADVISORY BOARD

CATHERINE CHASE, CHAIRPERSON

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1970 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 034; *Citation:* 24A M.R.S.A. Sect. 1525

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

ORGANIZATION: The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Life Agent Examination Advisory Board met four times during fiscal year 1981-82. They accomplished a complete revision of both the Initial and Permanent & Life/Health examination.

FINANCES, FISCAL YEAR 1982: 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

MANUFACTURED HOUSING BOARD

JOHN SCHIAVI, CHAIRMAN
DAVID F. PREBLE, Executive Director

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2955
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Citation:* 10 M.R.S.A. Sect 9003
Average Count—All Positions: 2 *Legislative Count:* 1

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly. Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

ORGANIZATION: The Manufactured Housing Board is comprised of five members, all appointed by the Governor. One member must represent each of the following: professional engineers, dealers and mechanics, and manufactured housing owners. The term of office of the members is four years.

PROGRAM: The Board has four responsibilities: (1) the certification of all modular housing manufactured for delivery and installation in the State of Maine, (2) the licensing of dealers, mechanics, and manufacturers who engage in the business of manufacturing, selling, installing or servicing manufactured housing, (3) the investigation of any complaint of alleged violations of any licensee or regulations adopted by the Board, (4) being a State Administrative Agency to enforce the United States Department of Housing and Urban Development mobile home standard.

The Board issued forty-three (43) seals of approval for new modular housing. Eight hundred seventy-nine (879) mobile homes were manufactured or shipped into the State of Maine.

Effective June 10, 1982, the Board became a State Administrative Agency for the United States Department of Housing and Urban Development in the mobile home program.

The Board investigated seventy-two (72) complaints concerning manufactured housing. It met eight (8) times during the year.

LICENSES, PERMITS, ETC.:

Dealers
Manufacturers
Mechanics

PUBLICATIONS:

Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951
Regulations for Qualification as Authorized Inspection Agency
Regulation for Licensing Manufacturers, Dealers and Mechanics
Regulation for State Certification of Manufactured Housing
Regulation for Consumer Complaint Handling for Federal Certified Manufactured Housing Units.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	24,451	24,451				
Health Benefits	752	752				
Retirement	3,438	3,438				
Other Fringe Benefits	23	23				
Computer Services—State	3	3				
Other Contractual Service	10,604	10,604				
Commodities	370	370				
Equipment	145	145				
TOTAL EXPENDITURES	39,786	39,786				

OIL AND SOLID FUEL BOARD

VINCENT C. PETERS, CHAIRMAN
HARVEY E. DEVANE, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2237
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 381; *Citation:* 32 M.R.S.A., Sect. 2351

Average Count—All Positions: 4.5 *Legislative Count:* 0

PURPOSE: The Oil and Solid Fuel Board was established to protect life and property from fire hazards in the installation of oil and solid fuel burners and related equipment and to insure competency of oil and solid fuel burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil and solid fuel burners and related equipment; to ensure the competence of oil and solid fuel burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Technician, Journey Oil Burner Technician, Apprentice Oil Burner Technician, Master Solid Fuel Technician, or Apprentice Solid Fuel Technician; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Oil and Solid Fuel Board, created in 1955, was originally administered by Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State Government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

The Board consists of five members appointed by the Governor, for terms of two years, the Commissioner of Public Safety or his designee, and the Commissioner of Business Regulation, ex officio, who also serves as executive secretary. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

PROGRAM: During FY 82, the Oil and Solid Fuel Board held 12 meetings and administered four licensing examinations. Of those taking the Master Oil Burner Technicians examination, 22 per cent passed. The pass rate for Solid Fuel Master was 52 percent. The pass rate for Oil Burner Journeyman was 81 percent. There were approximately 40 new Oil Burner Masters, 25 new Solid Fuel Masters, 100 new Oil Burner Journeymen, 100 new Oil Burner Apprentices and 26 new Solid Fuel Apprentices. Approximately 1,925 inspections were made and numerous investigations were conducted. Inspectors remained assigned to the State Fire Marshal for supervision.

The Board must approve all oil or solid fuel central heating equipment before it is sold or offered for sale in the State of Maine. In FY 82, the Board reviewed 39 applications for product approvals. The Board has revised its rules and regulations. It also is preparing new examinations for Masters.

LICENSES, PERMITS, ETC.:

License:

- Oilburner Technician Apprentice
- Oilburner Technician Journeyman
- Oilburner Technician Master
- Solid Fuel Apprentice
- Solid Fuel Master

PUBLICATIONS:

Approved equipment list ($5 per year)
Rules and Regulations pamphlet (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OIL AND SOLID FUEL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	46,099		46,099			
Health Benefits	1,927		1,927			
Retirement	6,602		6,602			
Other Fringe Benefits	174		174			
Computer Services—State	80		80			
Other Contractual Service	20,936		20,936			
Commodities	305		305			
Transfers to Other Funds	2,683		2,683			
TOTAL EXPENDITURES	78,806		78,806			

BOARD OF EXAMINERS IN PHYSICAL THERAPY

MARY LOU BROWN, PT, CHAIRMAN
NANCY H. RUSSELL, PT, Secretary

Central Office: Stevens School Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 393; *Citation:* 32 M.R.S.A., Sect. 3111

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist

assistants in Maine; authorize issuance of initial certificates of licensure and biennial license renewals; promulgate rules and regulations as necessary; order investigation of complaints of noncompliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board; conduct hearings and take disciplinary action as required or report its findings to the Administrative Court for prosecution; and to establish reasonable fees for the conduct of its business.

ORGANIZATION: Under the Department of Business Regulation the Board of Examiners in Physical Therapy consists of two physical therapists, one physical therapist assistant, one public member and one physician from the Board of Registration in Medicine. The Board quorum is three members. Each member is appointed by the Governor and serves a four-year term of office. The Board elects a chairman and a secretary for a two-year term. A Board member may not serve more than two consecutive terms. The Board meets a minimum of three times a year with other sessions as needed.

PROGRAM: The Board held three meetings in FY 1982 on November 13, 1981, February 3 and May 7, 1982. The Board held a public hearing on December 16, 1981 on the promulgation of rules and regulation governing physical therapists and physical therapist assistants. These rules became effective March 1, 1982.

One member attended the February and June, 1982 meetings of the American Physical Therapy Association section on State Licensure and Regulation. Highlights of the midwinter meeting included presentations on complaints and investigative procedures, physician owned physical therapy practices, models for licensure of the foreign trained physical therapist, and the use of the Angoff passing point method for the scoring of the physical therapist/assistant exams.

Examinations. The licensing examinations utilized by the Board are the nationally accepted examinations for the physical therapist and assistant developed by the Professional Examination Service in cooperation with the American Physical Therapy Association.

Examinations were conducted by the Board July 18 and November 14, 1981 and March 20, 1982.

Fifteen candidates were examined for licensure as physical therapists. Thirteen candidates passed and 2 failed.

Seven candidates were examined for licensure as physical therapist assistants. Five candidates passed and 2 failed.

Licensure. A total of 47 physical therapists were licensed during FY 1982, 18 on the basis of examination in Maine, and 31 by endorsement. Licenses were granted 18 by examination and 31 by endorsement.

Licensure renewal notices were sent to 419 licensees, 378 physical therapists and 41 physical therapist assistants. As of July 6, 1982 Board records show 340 physical therapists and 39 assistants licensed in the State of Maine. Total 379.

Legislation. The Revised Physical Therapy Practice Act was approved and enacted effective September, 1981 changing the composition of the Board, changing fee limits for application, examinations, and two-year license renewals and clarifying the reading of the Act. New rules and regulations were adopted and enacted on March, 1982. The Board and the Maine Association of Physical Therapy Association are studying other proposed changes in the Act.

Other Activities. In addition to the above activities, Board members have endorsed reappointment of one member; accepted the resignation with regret of Stephen Monahan, M.D.; worked on consolidation of documents and filing systems and office methods with the Board Clerk; developed a Policy and Procedure Manual for new Board members; filed in storage the Aide Certification Program and supporting documents; ratified all licenses issued in FY 1982; collected data through a licensee questionnaire in preparation for Sunset Review; issued biennial license renewal notices and a Board newsletter to all licensees; sought the Attorney General's Office opinion and ruling on various requests and need for Practice Act interpretation and design of Rules and Regulations; studies other state's documentation on Sunset Review; discussed areas of revisions in the Practice Act for presentation to Legislature in Fall of 1982 (such as referral by Podiatrist, patient evaluation without physician referral and supervision of sides in educational settings); and responded to telephone and written inquiries for day-to-day operation of the Board office.

The Board denied licensure to 4 persons who failed the examination more times than allowed by statute or did not elect to be reexamined.

Reinstatement of 3 lapsed licenses was approved after payment of all fees and arrearage.

The Board wishes to thank Nancy Russell Dodge, P.T. for outstanding contributions to the operation of the Board and for all work in relation to writing, revising and completing the revision of the Physical Therapist Practice Act and Rules and Regulations.

LICENSES, PERMITS, ETC.:

License:

Physical Therapist
Physical Therapist Assistant

PUBLICATIONS:

(1) Register of physical therapists and physical therapist assistants licensed in the State of Maine
(2) Physical Therapist Practice Act and Rules and Regulations

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	550		550			
Computer Services—State	7		7			
Other Contractual Service	7,307		7,307			
Commodities	24		24			
Transfers to Other Funds	554		554			
TOTAL EXPENDITURES	8,442		8,442			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

RUTH-ANN PHELPS, Ph.D., CHAIRPERSON
IRA NYMOFF, Ph.D., Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 415; *Citation:* 32 M.R.S.A., Sect. 3821

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. In cooperation with the Attorney General's Office, Maine Psychological Association and other appropriate agencies, the Board of Examiners participates in revocation or suspension of license procedures.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of six members, five of whom are professionals in the field of psychology and one a public representative. Members of the Board are appointed by the Governor for a term of 5 years. The members elect a chairman and secretary.

PROGRAM: The Board held 12 meetings. It licensed 22 psychologists and 13 psychological examiners. There are 331 licenses. One member of the Board attended the annual meeting of the American Association of State Psychology Boards.

LICENSES, PERMITS, ETC.:

License:
- Psychologist
- Psychological Examiner
- Temporary License: Psychologist, Psychological Examiner

PUBLICATIONS:

- Roster of licensees
- Rules and Regulations

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	5		5			
Other Contractual Service	9,306		9,306			
Commodities	290		290			
Transfers to Other Funds	1,048		1,048			
TOTAL EXPENDITURES	10,649		10,649			

REAL ESTATE COMMISSION

ANN NATASHA MATHIEU, CHAIRMAN
PAUL A. SAWYER, Director

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: March 25, 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 039; *Citation:* 32 M.R.S.A., Sect. 4051A

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Real Estate Commission was established for protection of the public when engaging the services of real estate brokers and salesmen to assist with the real estate transactions. The primary responsibilities of the Commission are to prescribe curricula and standards for real estate educational programs and to certify courses meeting those standards; to license only qualified applicants as real estate brokers and salesmen; to investigate possible and alleged violations of the license law; to publish a list of licensees annually; and the Commission may defray the cost of and supervise an educational course for licensees. The Commission is charged with supervising licensees in a manner which will promote public understanding and confidence in the business of real estate.

ORGANIZATION: The Real Estate Commission, originally created in 1937, currently consists of a director employed by the Commissioner of Business Regulation and four residents of this State appointed by the Governor. Three of the appointed members must have been real estate brokers or salesmen by vocation in this State for at least five years immediately prior to their appointment and one of whom shall have no professional or financial connection with the real

estate business. No more than one member at any one time may be appointed from any one county. The Commission annually selects its own chairman. In State government reorganization, effective October 3, 1973, the Commission was placed within the Department of Business Regulation. The 107th Legislature expanded the Commission from three to five members to include the director and a public member.

PROGRAM: The Real Estate Commission held twenty-four (24) meetings including eight (8) investigatory hearings, five (5) hearings for reconsideration of complaint decisions, five (5) license application hearings, and one (1) rule-making hearing. Usual activities this year were curtailed due to administration of license examinations, which in past years was accomplished by private contractors; implementation of the new home service contract license laws; reduction of staff in 1981 from eight (8) to seven (7), and in 1982 from seven (7) to three (3); and a reduced operating budget.

Enforcement. This part of the program includes responding to requests for information and advice relating to problem real estate transactions, investigation of complaints, and auditing of real estate brokerage trust accounts.

During the year the Commission responded to an estimated eleven hundred (1100) real estate transaction inquiries. Responses were intended to inform consumers concerning their rights and obligations and to assist licensees in complying with licensing laws in unusual transactions. Although unrecorded it is presumed that this part of the program is successful in avoiding several hundred potential complaints and civil actions each year.

The Commission started the year with thirty-three (33) uncompleted cases and initiated investigations on an additional one hundred six (106) cases, for a total of one hundred forty-two (142) cases in process during the year. Through its investigatory role the Commission influenced resolution of disputes involving financial benefits to consumers totaling forty-five thousand dollars ($45,000). Seventy-four (74) cases were completed during the year resulting in the following dispositions:

Twenty-eight	(28) cases were dismissed;
Twenty-one	(21) cases were resolved during investigation;
Fourteen	(14) cases were disposed of with reprimands or cease and desist orders;
Six	(6) cases were disposed of with consent agreements involving restitution, corrective action and one six month license suspension;
Five	(5) cases were referred to the office of the Attorney General for prosecution

Ten complaints received during the year involved the failure of a home service contract company to pay claims. The Commission provided contract holders with the necessary information to pursue claims civilly. The home service contract company involved, and its thirty-four sales agents, participated in a voluntary suspension of sales in the State of Maine.

Ninety-seven (97) real estate brokerage trust accounts were audited. Most of the audits were followed up to verify compliance with suggestions for correction of violations. The audit program was terminated in January of 1982.

Licensing. Applications were processed for one hundred sixty-one (161) real estate broker and four hundred sixty-six (466) real estate salesman examinations. A total of six hundred twenty-seven (627) tests were administered in forty-five (45) sessions. As a result of testing sixty percent (60%) of the real estate broker applicants passed and fifty-six percent (56%) of the real estate salesman applicants passed.

License applications were processed for two thousand two hundred fifty-three (2253) brokers, nine hundred ninety-six (996) salesmen, one hundred three (103) branch offices, thirty-five (35) new corporations, and one thousand four hundred thirty-six (1436) license record changes. As of June 30, 1982 seven thousand two hundred twenty-one (7221) licenses were in effect. Two (2) home service company license applications and sixty-two (62) sales agent registrations were processed. It is estimated that licensing, examinations, and continuing education generate four to five thousand (4-5,000) inquiries each year.

Education. The Commission collected and reviewed data concerning the performance of pre licensure real estate schools during the year. Together with certificates of approval several suggestions for program improvement were offered. Curriculum was not updated. The Commission held one meeting with instructors and participated in an instructor training program. A complete set of rules designed to correct problems with the continuing education program were promulgated.

The Commission continued to provide information to the Center For Real Estate Education for publication in a quarterly newsletter, but discontinued paying for its share of the publication. Commission members participated in educational programs for licensees and served as guest speakers for several industry and civic groups. The Chairman represented the State of Maine at the Annual Conference of the National Association of Real Estate License Law Officials at her own expense.

As required by law one member of the Commission served on the Real Estate Continuing Education Committee.

LICENSES, PERMITS, ETC.:

License:

- Real Estate Broker
- Real Estate Salesman
- Branch Office
- Certificate of Approval Real Estate School
- Home Service Contract Company
- Home Service Contract Sales Agent
- Home Service Contract Sales Associate

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	102,668		102,668			
Health Benefits	2,724		2,724			
Retirement	15,369		15,369			
Other Fringe Benefits	155		155			
Computer Services—State	135		135			
Other Contractual Service	38,481		38,481			
Commodities	2,230		2,230			
Equipment	679		679			
Transfers to Other Funds	8,805		8,805			
TOTAL EXPENDITURES	171,246		171,246			

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION

CAPTAIN HOWARD WENTWORTH, CHAIRMAN
SAMUEL NESBITT, ESQ., Secretary

Central Office: c/o Capt. Howard Wentworth, Islesboro, Me. *Telephone:* 734-6708
Mail Address: c/o Capt. Howard Wentworth, Islesboro, Maine

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1981

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 387; *Citation:* 38 M.R.S.A., Sect. 89

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Penobscot Bay and River Pilotage Commission was established to provide a system of state pilotage for the Penobscot Bay and River devoted to the preservation and protection of lives, property, and vessels entering or leaving these waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the

waters of Penobscot Bay and River; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots, not exceeding twelve, as are necessary to permit adequate pilotage in the Penobscot Bay and River; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

ORGANIZATION: The Penobscot Bay and River Pilotage Commission, created in 1969, consists of three members appointed by the Governor, for terms of three years. One member must be a licensed pilot of the Penobscot Bay and River Pilots Association; one must represent the marine interest of Penobscot bay and River industry; and one, with a marine background, must represent the public. Members of the Commission receive no compensation. Legislative action transferred this Commission to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The Commission held no meetings and conducted no activities during FY 82.

LICENSES, PERMITS, ETC.:
License:
Pilot Ship in Penobscot Bay River

FINANCES, FISCAL YEAR 1982: The Commission had no expenditures in FY 82.

STATE RUNNING HORSE RACING COMMISSION

LINDA S. GILSON, Director of Administrative Services

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3916
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: August 6, 1949 *Sunset Review Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 036; *Citation:* 8 M.R.S.A., Sect. 321
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission makes rules and regulations for the holding, conducting and operating of all running horse races and for the operation of race tracks on which any such running horse race meet is held.

ORGANIZATION: The State Running Horse Racing Commission is to consist of 3 members appointed by the Governor. No more than 2 members shall be of the same political party. Each member is appointed for a term of 3 years or until his/her successor has been appointed and qualified. Any vacancy is filled for the unexpired term by the Governor with the advice and consent of the Council. One member must be appointed by the Governor as chairman and one as secretary. No member can have an pecuniary interest in any racing or the sale of parimutuel pools.

PROGRAM: During FY 82 the State Running Horse Racing Commission was inactive, having no programs or accounts. There were no running horse races.

FINANCES, FISCAL YEAR 1982: This unit did not receive or expend funds.

STATE BOARD OF SOCIAL WORKER REGISTRATION

JEANNE SOULE, CHAIRWOMAN
GLADYS WRIGHT, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 416; *Citation:* 32 M.R.S.A., Sect. 4186

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the State Board of Social Worker Registration is to insure high standards of practice for the protection of consumers of social work services in Maine by the certification of persons providing such services. The Board's functions and responsibilities are to process applications and to administer examinations for social workers licensed in Maine wishing to use the title "Certified", "Registered", or "Associate" Social Worker; to provide an avenue of redress for those persons who have availed themselves of the services of such Social Workers and who feel themselves to have been treated unprofessionally or detrimentally; and to hold hearings relative to such complaints and withdraw the certificate of registration if deemed appropriate.

ORGANIZATION: The Board was created in 1969. There are eight members appointed by the Governor, including one consumer. Terms of office are for three years, and all members hold office until their successors are appointed and qualified.

PROGRAM: Examinations were given in October and April during FY 1982. The total number of examinations given were 26 Associate Social Workers, 8 Registered Social Workers and 25 Certified Social Workers. Thirteen people were licensed as Certified Social Workers with Independent Practice and 7 were licensed through Endorsement. The total number of licensed Social Workers is approximately 747. During the year, four applicants did not pass the exam and nine were found not eligible to take the exam.

Guidelines for Continuing Professional Education Requirements for Renewal of Licensure in Social Work were approved and adopted in FY 82.

LICENSES, PERMITS, ETC.:

Certificate:
- Registration of Certified Social Worker
- Registration of Associate Social Worker
- Registration of Registered Social Worker
- Registration of Certified Social Worker with Independent Practice

PUBLICATIONS:

Rules and Regulations—Free
Roster—Publishing fee.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SOCIAL WORKER REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	14		14			
Other Contractual Service	8,078		8,078			
Commodities	21		21			
Transfers to Other Funds	1,059		1,059			
TOTAL EXPENDITURES	9,172		9,172			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

SAMUEL C. CHERASO, CHAIRMAN
BARBARA SEXTON, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1976 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 296; *Citation:* 32 M.R.S.A., Sect. 6010
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary.

PROGRAM: Two chapters of Rules and Regulations have been through public hearings and adopted: Chapter I, General Rules and Regulations, includes a Code of Ethics and; Chapter II, Continuing Professional Education Requirements for Renewal of License in Speech Pathology and Audiology.

Goals for FY 81 include the development of credentials for Speech Pathology Aide and developing active committees for effecting Board business. One hundred and sixty-two licenses have been issued; 107 in speech pathology; 22 in speech pathology, temporary; 23 in audiology; 5 in audiology, temporary; 4 in speech pathology and audiology; and 1 in speech pathology and audiology, temporary.

LICENSES, PERMITS, ETC.:

Speech Pathology
Speech Pathology, temporary
Audiology
Audiology, temporary
Speech Pathology and Audiology
Speech Pathology and Audiology, temporary

PUBLICATIONS:

Pamphlet entitled Law and Regulations of Maine Board of Examiners in Speech Pathology and Audiology will be available August 1, 1981, at no charge to public.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,050		1,050			
Computer Services—State	12		12			
Other Contractual Service	4,932		4,932			
Commodities	385		385			
Transfers to Other Funds	1,029		1,029			
TOTAL EXPENDITURES	7,408		7,408			

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS

THEODORE K. RICE, CHAIRMAN
SUSAN deGRANDPRE, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 384; *Citation:* 32 M.R.S.A. Sect. 6201

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Registration of Substance Abuse Counselors was established to assess, and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The Board of Registration of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years. To provide for continuity, the initial Board had three members appointed for three years, three members for two years, and three members for one year.

PROGRAM: During the past year the Board met on 7 occasions, primarily for the purpose of orally reviewing applicants for registration as Substance Abuse Counselors. During the FY 1981 the Board granted full registration to 12 Maine Substance Abuse Counselors and 6 Provisional Registrations. Three other applicants have passed the Board's requirements and registration is pending receipt of fees.

During FY 82 the Board granted full and provisional registration to a total of 71 Substance Abuse Counselors. To date the Board has denied 22 applicants on grounds of incomplete applications or failure to pass oral and written examinations.

The Board gives written examinations twice a year and all applicants are granted an oral review and may be provisionally registered even though they fail the written test.

LICENSES, PERMITS, ETC.:
Registered Substance Abuse Counselor
Provisionally Registered Substance Abuse Counselor

PUBLICATIONS:
Application Manual for Substance Abuse Counselors
Registration (including bibliography). FREE

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	1		1			
Other Contractual Service	1,572		1,572			
Commodities	19		19			
Transfers to Other Funds	583		583			
TOTAL EXPENDITURES	2,175		2,175			

CIVIL AIR PATROL

COLONEL DAVID J. BRAUN, WING COMMANDER
LT. COL. JOSEPH WOOTERS, Chief of Staff

Central Office: Airport, Winthrop Street, Augusta; *Floor:* 2 *Telephone:* 207-622-7722
Mail Address: Winthrop Street-Airport, Augusta, Maine 04330

Established: 1941 *Sunset Review:* Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 238; *Citation:* 6 M.R.S.A., Sect. 16

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:

A. Maine Wing, Civil Air Patrol, Wing Headquarters, Augusta, Maine
B. Subordinate Units:
1. Auburn Composite Squadron—Auburn
2. Augusta-Gardiner Composite Squadron—Augusta
3. Bangor-Brewer Composite Squadron—Bangor
4. Mid-Coast Composite Squadron—Brunswick
5. Caribou Composite Squadron—Caribou
6. Dexter Senior Squadron—Dexter
7. Down-East Patrol Composite Squadron—Ellsworth
8. Cumberland County Composite Squadron—South Windham
9. Liberty Cadet Squadron—Berwick
10. Oxford Senior Squadron—Rumford
11. Pinetree Senior Squadron—Auburn
12. Waterville Composite Squadron—Waterville

PURPOSE: The Civil Air Patrol was established to provide an organization to encourage and aid United States citizens in the contribution of their efforts, services and resources in the development of aviation and in the maintenance of aerospace supremacy. The Patrol also encourages, and develops, by example, the voluntary contribution of private citizens to the public welfare and provides aviation and aerospace education and training, especially to its senior and cadet members. The Patrol encourages and fosters civil aviation in local communities; and provides an organization of private citizens with adequate facilities to assist in meeting local, state and national emergencies.

ORGANIZATION: The Civil Air Patrol (CAP) is a private, nonprofit corporation which functions in accordance with its constitution and bylaws, regulations, and other directives issued by the National Board, the National Executive Committee, and the National Commander of the CAP. It was established December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became a civilian auxiliary of the United States Air Force by act of Congress. The Public Law and its amendments did not change the character of the CAP as a private corporation nor make it an agency of the U.S. Government, but gave the Secretary of the Air Force certain authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of the noncombatant mission of the Air Force.

The Corporate Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of the wing headquarters and all units within geographical boundaries of a state. Wing Commanders are elected by the National Executive Committee and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements in the conduct of cadet programs; and Composite Squadrons, composed of both senior and cadet members and conducting both senior and cadet programs.

The Maine wing of the CAP consists of the Wing Headquarters at the Augusta State Airport and twelve Senior and Composite Squadrons located in communities throughout the State. The Director of the Bureau of Aeronautics of the Department of Transportation allocates and supervises any funds made available by the Legislature to the CAP which may expend such funds in a manner to most effectively carry out its purposes and objectives.

The Maine Wing Civil Air Patrol is the only state-wide aviation organization with search capability at this time.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the State Airport with a field organization consisting of twelve squadrons located throughout the State.

At the Wing Headquarters a mission control center is maintained in operational status with telephone and radio communications facilities and other necessary equipment to conduct search missions on a local or state-wide basis.

Another control center is maintained in an operational status at the Bangor International Airport. At this location also are telephone and radio communication facilities connected to the Augusta Headquarters. During search missions one or both headquarters may be used depending on the area of the state to be searched and number of aircraft and personnel involved.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent many hours searching the state. Every aircraft flying today is required to have an Emergency Locator Transmitter aboard. When one of these starts transmitting because of a crash, malfunction or human error it is necessary to dispatch search aircraft to locate the signal because it is being transmitted on a distress frequency. Maine Wing aircraft located several aircraft by means of ELT's (Emergency Locator Transmittors) and were also involved in missing aircraft searches during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172, Bangor—one Cessna 305A, Dixfield—one Aero Commander Lark, Dexter—one Piper 140, Portland—one Cessna 150, Bar Harbor—one Cessna 150.

Two VHF Repeater Stations are maintained and operated by the Maine Wing at Libby Hill, Auburn and Bald Mountain, Dedham as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. Furthermore, a flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained knowledge of the U.S. Air Force by attending a week long encampment at Pease Air Force Base, New Hampshire during the summer and a survival course was taught by U.S. Navy personnel from NAS Brunswick to cadets and seniors at the Rangeley facility.

PUBLICATIONS: Publications concerning Civil Air Patrol and prices are available from "The Bookstore", National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1982: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to $5,000 in FY 82, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Transportation Services.

COMPUTER SERVICES ADVISORY BOARD

DEANE R. QUINTON, CHAIRMAN
ARTHUR W. HENRY, JR., Director, Bureau of Central Computer Services

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 225; *Citation:* 5 M.R.S.A., Sect. 1855
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Computer Services Advisory Board is to assist the Bureau of Central Computer Services in the development and review of: standards governing data processing systems and methods; rules, regulations and policies relating to data processing; schedule of charges; the budget; and a state master plan.

The Board must make its recommendations to the Commissioner of Finance and Administration prior to his/her approval of the above.

ORGANIZATION: Chapter 322 of the Public Laws of 1975, which created the Bureau of Central Computer Services within the Department of Finance and Administration also established a "Computer Services Advisory Board", which consists of fifteen members, two of whom are appointed by the Governor from the private sector, knowledgeable in the science and administration of data processing services, but who must not be vendors of data processing equipment or supplies. These two members are appointed for a four year period; however, of the first members appointed, one serves a two year term only. The Chancellor of the University of Maine also designates an employee of the University, who is knowledgeable in the science and administration of data processing to be a member of the Board. The Commissioners of the Departments of Human Services, Transportation, Labor, Finance and Administration, Educational and Cultural Services, Public Safety, Mental Health and Retardation and the Secretary of State each designate a member of his department to serve on the Board. At the beginning of each biennium the Governor must designate three agencies not already represented, and the head of those agencies names a member of his agency to serve on the Board.

PROGRAM: The Computer Services Advisory Board was particularly active in procurement activities and rate setting during Fiscal Year 1982, in conjunction with the installation of two new mainframes, a Honeywell DPS 8/52 and an IBM 4341, in Central Computer Services. The Board discussed and approved effectively 3 rate changes, the first, effective July 1, 1981 for older mainframe equipment, the second, effective on installation of the new mainframes (August and September), and a third effective in February reducing IBM rates. In addition the Board discussed problems with Data Processing salaries and retainment of personnel, gained insight on the progress of the University's Distributed Data Processing plans, and listened to presentations by Vendors on various techniques and futures. One Subcommittee in particular, Resource Sharing, was very active in the recruitment of a Scientific Programmer, the acquisition of computer graphics equipment and in widening the availability of state accounting data.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $444 in FY 82 and are, by administrative decision, included with those of the Bureau of Central Computer Services.

DEPARTMENT OF CONSERVATION

RICHARD B. ANDERSON, COMMISSIONER
NANCY ROSS, Director of Policy Planning and Program Services

Central Office: AMHI—Harlow Building, Augusta; *Floor:* 3 *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056; *Citation:* 12 M.R.S.A., Sect. 5011

Average Count—All Positions: 545 *Legislative Count:* 227

Organizational Units:

Division of Planning and Program Services
Division of Administrative Services
Land Use Regulation Commission
Bureau of Public Lands
Coastal Island Registry
Bureau of Forestry
Maine Forest Authority
Mapping Advisory Committee
Committee on Spruce-Fir Silviculture
Bureau of Parks and Recreation
Keep Maine Scenic Committee
Allagash Wilderness Waterway
Maine Trail Systems ADvisory Committee
Advisory Committee on Historic Sites
Maine Geological Survey
Maine Mining Bureau
Northeastern Forest Fire Protection Commission

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land and water resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

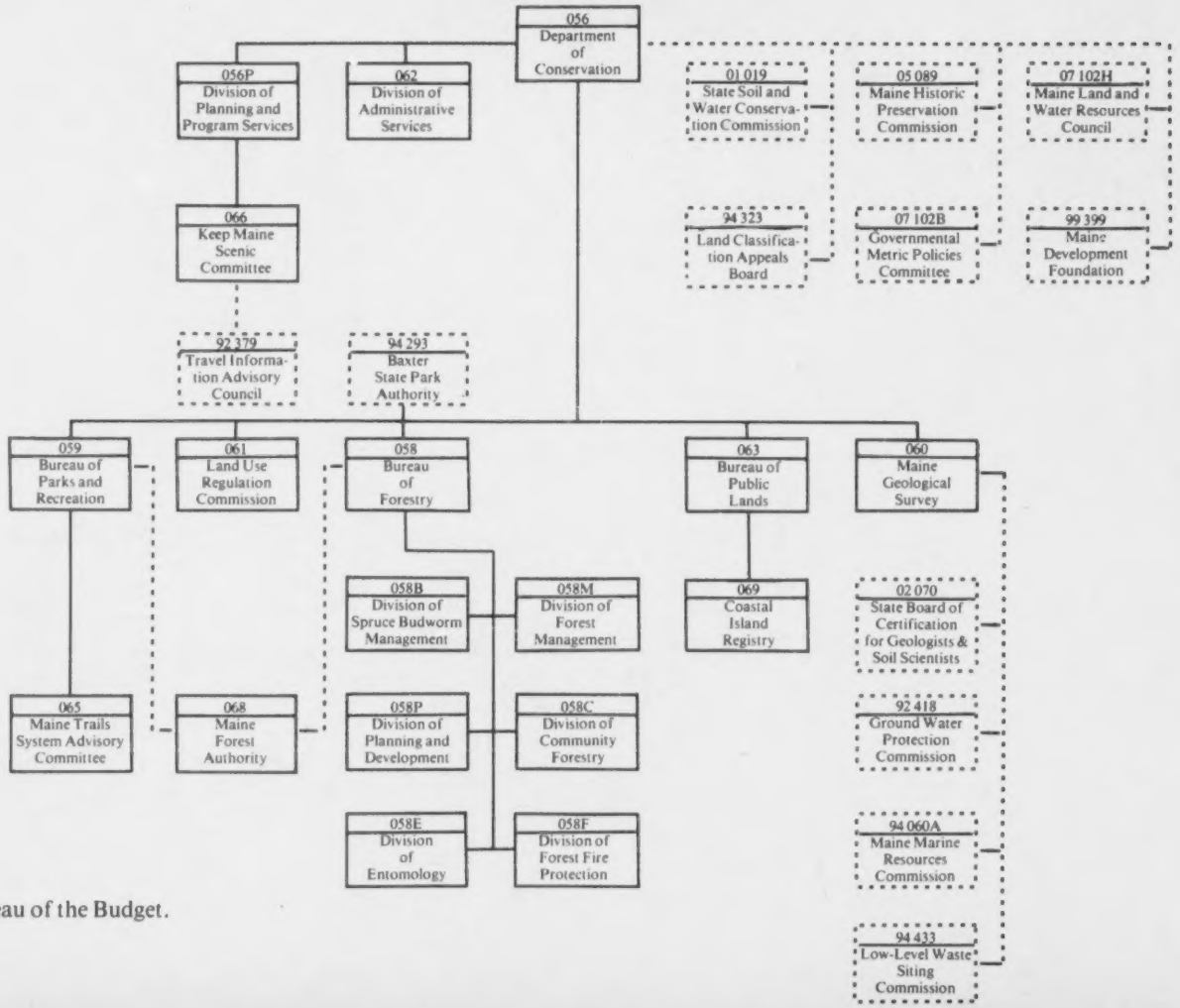
The Commissioner's office is organized into two major divisions, the Division of Planning and Program Services, and the Division of Administrative Services. Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for each of these divisions.

The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, policy development, and long-range departmental planning. (See separate listing for detailed report on this division.)

The Division of Administrative Services provides various support services including personnel, budget, audit, accounting, bookkeeping, and central office services. (see separate listing for detailed report on this Division).

PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services and Planning and Program Services.

ORGANIZATIONAL CHART
DEPARTMENT OF CONSERVATION
UMB 04



Approved by Bureau of the Budget.

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,465,745	6,110,691	1,654,281		515,378	185,395
Health Benefits	253,699	186,632	46,579		17,993	3,095
Retirement	1,297,954	954,695	240,841		76,180	26,238
Other Fringe Benefits	37,230	33,764	2,269		1,099	98
Computer Services—Comm	32,606	2,019	27,881		2,694	12
Computer Services—State	19,053	4,317	14,675		61	
Other Contractual Service	9,388,610	1,625,383	6,267,983		1,447,674	47,570
Rents	171,475	131,145	12,543		27,290	497
Commodities	551,707	245,779	219,542		39,285	47,101
Grants—Subsidies—Pensions	999,968	422,984	305,861		271,066	57
Purchases of Land	2,575		75		4,500	—2,000
Buildings and Improvement	139,851	36,909	8,042		6,781	88,119
Equipment	863,916	578,786	158,303		105,412	21,415
Transfers to Other Funds	87,703	—10	72,603		14,607	503
TOTAL EXPENDITURES	22,312,092	10,332,494	9,031,478		2,530,020	418,100

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,803				461	4,342
Health Benefits	191					191
Retirement	696				71	625
Other Contractual Service	233,476	190,408			24,967	18,101
Commodities	955	402				553
Grants—Subsidies—Pensions	1,932	1,875				57
Purchases of Land	2,500				4,500	—2,000
Buildings and Improvement	26,377	17,824				8,553
Equipment	63,185	45,020			1,805	17,080
Transfers to Other Funds	34				34	
TOTAL EXPENDITURES	334,149	255,529			31,118	47,502

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

NORMAND V. RODRIGUE, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 062; *Citation:* 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 20 *Legislative Count:* 17

PURPOSE: Under the overall supervision of the Director, this office assists the Commissioner and Bureau Directors in financial: management and organization systems development, personnel and labor relations, budgets, accounting, bookkeeping, auditing, purchasing and property management, information automation and training.

ORGANIZATION: The Administrative Services Division consists of three units. The Accounting and Fiscal Management Unit is responsible for all accounting and bookkeeping services, property accounting, and payroll preparation. The Budget and Work Program Unit is responsible for the preparation of the Department's biennial budgets, annual work programs, financial and budget orders; and providing financial assistance to the bureaus of the Department. The Personnel Unit is responsible for the full range of personnel and labor relations functions of the several diverse bureaus of the Department.

PROGRAM: The Division of Administrative Services has three (3) major program objectives:

1. Improve the Department's overall management function and capability through establishment of training programs, management information, and development of administrative policies and procedures.
2. Identify and affect cost saving measures through improved use of human resources, purchasing, contracting, etc., throughout the Department.
3. Manage and control the fiscal activities of the Department in accordance with statutory and regulatory requirements and in conformity with generally accepted accounting principles.

Major accomplishments in 1981-82 include:

1. Installation of computer terminals linking the Department to the Budget Control

System (BCS). The BCS will enable the Department to automate its bookkeeping, accounting, and budget preparation functions as well as its property inventory files.
2. Institution of an Information and Policy Letter Series (IPLS) which is used to officially communicate policy, procedure, and information from the Commissioner to key management points throughout the Department.
3. Established centralized purchasing of certain materials and equipment that reduced cost through quantity buying.

The Division plans to pursue further the objectives outlined above with special emphasis on management information and training. A reorganization of the Division is under consideration to better achieve these objectives.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	289,620	289,620				
Health Benefits	9,386	9,386				
Retirement	37,245	37,245				
Other Fringe Benefits	1,079	1,079				
Computer Services—State	145	145				
Other Contractual Service	34,792	33,973				
Commodities	5,003	5,003				
Equipment	137	137				
Transfers to Other Funds	48		48			
			819			
TOTAL EXPENDITURES	377,455	376,588	867			

COASTAL ISLAND REGISTRY

JOHN W. FORSSEN

Central Office: Ray Building, A.M.H.I. *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: July 5, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 069; *Citation:* 33 M.R.S.A., Sect. 1203
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION: The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

PROGRAM: The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title.

As of December 31, 1975 (the formal cut-off for registration), approximately 1,500 islands were registered and 1,300 islands remained unregistered. The total area of the 1,300 unregistered islands is 840 acres.

Subsequently, a management plan for the unregistered islands was developed; and on March 16, 1979, this plan was adopted by the Bureau. In order to provide the greatest diversity and depth of management expertise in the maintenance of these 1,300 unregistered islands, the plan calls for them to be inventoried according to natural features and potential use. They then are to be transferred or leased to other agencies of the state, non-profit conservation organizations, and municipalities for actual management. The plan is now being implemented and it is estimated that about 400 islands will be assigned to other entities for management, leaving the Bureau of Public Lands with about 900 islands.

FINANCES, FISCAL YEAR 1982: This unit did not receive or expend funds.

DIVISION OF COMMUNITY FORESTRY

CLARK A. GRANGER, DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1978 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058C; *Citation:* 12 M.R.S.A., Sect. 8601
Average Count—All Positions: 12 *Legislative Count:* 0

PURPOSE: The Division provides financial and technical assistance to municipalities in planting and caring for community trees.

ORGANIZATION: This Division was created in April, 1978 to administer and strengthen the programs of the Shade Tree Planting Program and the State Forest Nursery. At the start of fiscal year 1982 the Division of Community Forestry was absorbed into the Division of Entomology. See Division of Entomology report for details.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY FORESTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	220,873	5,934			33,886	181,053
Health Benefits	4,427	19			1,504	2,904
Retirement	31,534	918			5,003	25,613
Other Fringe Benefits	251	20			133	98
Computer Services—Comm	113	101				12
Other Contractual Service	58,009	9,460			19,080	29,469
Rents	1,259	730			32	497
Commodities	51,229	3,757			924	46,548
Buildings and Improvement	79,566					79,566
Equipment	15,766				11,431	4,335
Transfers to Other Funds	664				161	503
TOTAL EXPENDITURES	463,691	20,939			72,154	370,598

DIVISION OF ENTOMOLOGY

CLARK A. GRANGER, DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1921 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058E; *Citation:* 12 M.R.S.A., Sect. 8002

Average Count—All Positions: 44 *Legislative Count:* 16

PURPOSE: The Division of Entomology originated in 1921 for the purpose of protecting Maine's forest and shade trees from insects and disease. This is accomplished through statewide detection and assessment surveys, research, control action and public education. Responsibilities extend to responding to requests for advice on associated problems. Additional responsibilities include the administration of State and Federal laws pertaining to insect and disease quarantine regulations.

ORGANIZATION: The Director of the Bureau of Forestry appoints, subject to the Personnel Law, the State Entomologist, who is sworn to the faithful discharge of his duties. Operating within an administrative division of the Bureau of Forestry, the State Entomologist is statutorily responsible for answering all calls for information on forest insects, diseases, and other organisms. This includes their identification and control. The State Entomologist is also required to assist other departments working in this field.

In the implementation of these responsibilities the State Entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. This includes the performance of any work involved in ascertaining the presence of such organisms. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the State Entomologist is required to first notify the landowner of his plans.

At the start of fiscal year 1982 the Division of Community Forestry was absorbed into the Division of Entomology to continue technical assistance to municipalities for planting and caring of community trees. The State Forest Nursery was also placed under the administration of the State Entomologist to produce and distribute (at cost) tree seedlings for restoration as well as shrubs for wildlife. The Forest Tree Improvement Program is closely coordinated with the State Forest Nursery.

PROGRAM: The spruce budworm is the State Entomologist's major forest problem. Extensive air/ground surveys over the 8.1 million acres of spruce/fir forests identified tree conditions and insect population levels. The general tree condition remains severe with high insect population levels. Recommendations for action included 4,000,000 acres for 1982. Representative field samples were analyzed in field laboratories. Research tests were planned, conducted and financed in cooperation with University of Maine at Orono, federal and control project personnel. Research continues on survey and sampling techniques to improve future budworm population predictions.

Other significant insect outbreaks occur over 457,000 acres by the Forest Tent Caterpillar in northern hardwood areas, 656,000 acres by the Gypsy Moth in the southern third of the state, and 187,000 acres by the Saddled Prominent in southern Maine. Surveys and evaluations show continuing serious defoliation in hardwood species in 1982. The white pine blister rust program policy now places full responsibility for control on towns and landowners. We surveyed 124,176 of the two million acres in the White Pine Protection District.

Specific surveys and evaluations were conducted on a number of other active or potential pests, including birch casebearer, oak insect complex, Scleroderris Canker disease, and a new problem with larch — the European Larch Canker. The general forest insect and disease survey system was enhanced by extending a system of light traps for detection of activity patterns of destructive forest species. Special surveys of spruce budworm parasites and a survey of secondary insects and diseases in budworm weakened stands provide additional important and useful data. Continued emphasis on forest diseases through identification and technical

assistance to landowners, the public and other agencies helps meet an ever increasing demand. The forest disease, Scleroderris Canker, discovered in the Eustis area, in Coplin Pltn. and Aurora was monitored and no spread was observed in FY 82.

The Division provided identification and technical advice to the public including small landowners, on a variety of pests of homegrounds, humans, and pets. Over 3,500 public assistance requests were responded to on the forest and shade tree resource and public nuisance pests. Also 730 permits were issued relative to Gypsy Moth and Oak Wilt quarantine regulations.

Some 2 million seedlings were sold by the State Forest Nursery; and about 15 acres of seed orchards were established under the Forest Tree Improvement Program.

PUBLICATIONS:

Insect Primer (free)
Field Book of Destructive Forest Insects (free)
Saddled Prominent Outbreak of 1970-1971 (free)
Saddled Prominent Complex in Maine (free)
Protect White Pine From Blister Rust (free)
Arbor Week—A Guide for Elementary School Teachers (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ENTOMOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	387,821	356,911			30,910	
Health Benefits	11,773	10,934			839	
Retirement	56,484	52,592			3,892	
Other Fringe Benefits	1,507	1,428			79	
Computer Services—Comm.	533	62			471	
Computer Services—State	64	64				
Other Contractual Service	82,695	53,489	3,802		25,404	
Rents	2,271	2,161			110	
Commodities	11,223	9,979			1,244	
Grants—Subsidies—Pensions	16,051	12,940			3,111	
Buildings and Improvement	313				313	
Equipment	10,233	6,559			3,674	
Transfers to Other Funds	152				152	
TOTAL EXPENDITURES	581,120	507,119	3,802		70,199	

MAINE FOREST AUTHORITY

KENNETH G. STRATTON, CHAIRMAN

Central Office: AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: May 9, 1970 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 068; *Citation:* 12 M.R.S.A., Sect. 1701
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit was inactive during FY 82.

DIVISION OF FOREST FIRE PROTECTION

GEORGE BOURASSA, SUPERVISOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058F; *Citation:* 12 M.R.S.A., Sect. 5011
Average Count—All Positions: 161 *Legislative Count:* 108

PURPOSE: The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—25% to 30% of time and funds are expended in this effort, (2) detection—presently utilizing 27 towers and 12 detection aircraft, (3) presuppression—training of municipal and Divisional employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

ORGANIZATION: In 1891 the office of Forest Commissioner was established resulting from action by the legislature to establish a Forest Commission for the protection of the forest. Until this time this office had been known as the Land Office and the Land Agent. In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus for statute changes in 1949 that made the Forest Commissioner responsible for *all* forest fire control over the entire State. The Department of Conservation was established in 1973, the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation and Fire Control was assigned to the Bureau as the Division of Forest Fire Protection.

PROGRAM: The goal of the Division is to keep acreage burned less than .02 of 1% of the total acreage of the State and hold fire occurrence to 59 fires per million acres protected (1,000) fires. During 1981 there were 1,027 forest fires burning 3,905 acres. One of these values greatly exceeded the goal. This is due in part to 8 fires which exceeded 100 acres and very dry conditions in Southeastern Maine.

Forest fire prevention continues to play a very important role in meeting the division's objectives. In 1981 the following prevention measures were accomplished: supplied radio and TV stations with taped fire prevention messages; circulated "Smokey Bear" programs at 56 appearances talking to 13,214 school children; mailed 1,500 Junior Forest Ranger Kits; successfully prosecuted 313 violators; and made over 5,610 inspections of chainsaws, spark arrestors and damages.

Presuppression or preparedness is the key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Divisional personnel.

Training, both in-service and with volunteer and municipal groups was conducted throughout the State. In addition special training programs were developed for hotshot crews, scouts and industry personnel in forest fire suppression techniques. Three specially trained and equipped fire overhead teams were trained during 1981. In all, 2,813 people received training, and 1,574 individuals received certificates of completion. These figures are for the calendar year 1981. Fiscal year figures are unavailable.

LICENSES, PERMITS, ETC.:

Permits:

Burning Permits

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST FIRE PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,758,649	2,643,195	49,782		65,672	
Health Benefits	93,319	89,071	1,394		2,854	
Retirement	475,775	458,461	7,391		9,923	
Other Fringe Benefits	21,912	21,547	224		141	
Computer Services—Comm.	545	545				
Computer Services—State	3,118	3,118				
Other Contractual Service	778,881	774,128	3		4,750	
Rents	121,835	121,835				
Commodities	142,858	141,677			1,181	
Grants—Subsidies—Pensions	300,278	276,440			23,838	
Buildings and Improvement	25,088	19,085			6,003	
Equipment	425,397	403,761	452		21,184	
Transfers to Other Funds	274		131		143	
TOTAL EXPENDITURES	5,147,929	4,952,863	59,377		135,689	

DIVISION OF FOREST MANAGEMENT

WALTER R. GOOLEY, JR., DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1947 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058M; *Citation:* 12 M.R.S.A., Sect. 8002
Average Count—All Positions: 20 *Legislative Count:* 11

PURPOSE: The primary function of the Forest Management Division is to motivate and technically assist forest owners to properly manage their woodlands. Such assistance is provided through educational workshops, field demonstrations, media presentations and limited one on one contact between forester and owner. Policy limits are established on actual technical assistance available to an individual landowner.

Training programs for district foresters and technicians are an active part of the program to maintain satisfactory performance standards.

ORGANIZATION: The Management Division has eleven general fund positions including: Director, Secretary, 4 Forester II and 5 Forester I positions. In addition, there are thirteen federally funded field positions.

Besides the state director, three regional supervisors supervise the field staff of a statewide network of foresters and technicians to assist nonindustrial woodland owners.

PROGRAM: During FY 82, Foresters provided technical and educational assistance to 3,050 private non-industrial forest owners. Included were recommendations for timber harvest stand improvement, tree planting, insect and disease and forest fire control, pesticide use, Christmas tree management, fuelwood management and conservation laws. Other assistance was given to municipalities, civic organizations, University of Maine schools and state and federal agencies. Recommendations were made on 100,000 acres of forest land and improved management practices implemented on 12,000 acres. Overall, accomplishments generally meet the targets established with the Forest Service, USDA.

Technical assistance was provided by district foresters to owners being cost-shared through the federal Agricultural Conservation Program and Forest Incentives Programs for timber stand improvement work. Cost shares to owners during FY 81 included $263,648 for both programs, an increase over previous years.

PUBLICATIONS:

1) Factors to Consider When Buying Woodland as an Investment
2) Woodland Management Service Available to You.
3) Boundary Information Sheet
4) Laws Relating to the Forestlands of Maine
5) Consulting Forester List
6) Tree Pruning Information
7) Cost and Income Treatment on Small Woodlands
8) Suggested Timber Sale Agreement

Free brochures

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	407,579	283,576			124,003	
Health Benefits	12,421	7,702			4,719	
Retirement	60,296	42,686			18,210	
Other Fringe Benefits	1,115	770			345	
Computer Services—Comm.	97	38			59	
Computer Services—State	12	12				
Other Contractual Service	111,987	39,316	338		72,333	
Rents	4,845	2,665			2,780	
Commodities	9,543	4,622			4,921	
Grants—Subsidies—Pensions	1,165				1,165	
Equipment	1,722	1,722				
Transfers to Other Funds	422		1		421	
TOTAL EXPENDITURES	611,204	383,074	339		227,791	

BUREAU OF FORESTRY

KENNETH G. STRATTON, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1891 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058; *Citation:* 12 M.R.S.A., Sect. 8001

Average Count—All Positions: 283 *Legislative Count:* 138

Organizational Units:

Division of Forest Management
Division of Forest Fire Control
Division of Community Forestry
Division of Entomology
Division of Spruce Budworm Management
Division of Planning and Development

PURPOSE: The Bureau of Forestry was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to small woodland owners. To produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest

products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 6 functional divisions. They are Forest Fire Control, Forest Management, Entomology, Community Forestry, Planning and Development, and Spruce Budworm Management. During 1977 it was determined that a functional line organization supervised from the Augusta office, would be more efficient and effective than the decentralized regional organization previously in effect. Under this organization, each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors in the four regional offices.

PROGRAM: The Bureau of Forestry's program is implemented through its various divisions.

LICENSES, PERMITS, ETC.:

Permit:
- Campfire (Unorganized Territories)
- Gypsy Moth
- Burning Slash

Registration:
- Christmas Tree Transporters

PUBLICATIONS:

So Distinguished a Forest: Only In Maine
Maine Forest Facts
Maine Forest Campsites
Maine Timber Cut Report
Woodland Management Service Available to You
Consulting Foresters in Maine
Planning for the Forest Resources of Maine, Technical Planning Documents #1-3
Maine's Forests and Economic Development, Evaluation Document #1
The Export of Maine Sawlogs to Quebec
Primary Processor Newsletter
Field Book of Destructive Forest Insects
Insect Primer
Forest Insect & Disease Conditions for Maine
Proposed Cooperative Gypsy Moth Suppression and Regulatory Program Activities
1981 Forest Insect Manager's Report
Spruce Budworm Research—A User's Guide
Proposed Cooperative 5-year Spruce Budworm Management Program for Maine
Harvesting Systems for Silvicultural Control of Spruce Budworm
Environmental Monitoring Report from the Maine Cooperative Spruce Budworm Suppression Projects

Spruce Budworm Marketing Guide
Spruce Budworm in Maine, The 1981 Cooperative Spruce Budworm Suppression Project
Photo Field Guide For On-The-Ground Evaluation of Spruce Budworm Damage
Protect White Pine From Blister Rust
Planting and Care of Shade Trees
Spruce Budworm in Maine—History, Biology, Management

All publications are free.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Department of Conservation.

MAINE GEOLOGICAL SURVEY

WALTER A. ANDERSON, DIRECTOR

Central Office: AMHI—Ray Building *Telephone:* 289-2801
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: August 28, 1973 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 060; *Citation:* 12 M.R.S.A., Sect. 541

Average Count—All Positions: 20 *Legislative Count:* 7

Organizational Units:

Administration, Mineral & Technical Services
Hydrogeology Division
Physical Geology Division
Marine Geology Division
Cartography & Publications Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962, and in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, the Division was again transferred and reestablished within the Department of Conservation as the Bureau of Geology. Four divisions plus an administrative section, currently operate within the Bureau.

The Maine Mining Bureau, originally established in 1941, is associated with the Maine Geological Survey through the membership of the State Geologist (Director of the Survey). The State Geologist, by virtue of his office, is also administrator and recorder of the Maine Mining Bureau.

The State Board of Certification for Geologists and Soil Scientists was established in 1973. On September 14, 1979 it was transferred to the Department of Business Regulation.

The Mapping Advisory Committee was created in 1973 by Executive Order. The Director of the Maine Geological Survey serves both as chairman and executive secretary of the Committee.

On June 22, 1977 the Governor approved the legislation which created the Maine Geological Survey, replacing and abolishing the Bureau of Geology. Furthermore the 108th Legislature in Chapter 360 repealed the Maine Mining Bureau and reassigned its statutory responsibilities to the Maine Geological Survey and to the Bureau of Public Lands.

PROGRAM: The Maine Geological Survey continues to carry out the guidelines established by the Five-Year Program Plan developed in 1977. The principal program involves physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

Physical Geology Division. This Division deals with the basic geologic mapping and interpretation of: surficial materials such as sand, gravel and clay, and bedrock mapping and interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the State of Maine. This Division is involved in cooperative and applied programs with the U.S. Geological Survey, the Nuclear Regulatory Commission, and the U.S. Department of Energy.

Hydrogeology Division. This Division inventories ground and surface water conditions, with emphasis on ground water supply and prevention of ground water pollution. Studies are conducted by the Division in cooperation with the U.S. Geological Survey and the Maine Department of Environmental Protection. Water well records are obtained on a continuing basis from drillers throughout the State. Maps depicting ground water flow, yield and depth have been prepared for sand and gravel aquifers in the inhabited portions of the State. Research into hydrology of peat deposits is in progress. The Division has completed a study of yield and water quality of significant aquifers in York and Cumberland Counties. The study is being extended this year to Androscoggin, Kennebec, Sagadahoc and Franklin Counties. The study includes evaluation of land use over aquifers and its effects on ground water quality. A pilot bedrock aquifer mapping program continues.

Cartography and Publications Division. This Division prepares and publishes the results of the Survey's geologic field investigations and research projects. The Division operates a cartographic production facility which includes a drafting section, a photographic darkroom, and a diazo reproduction center. The Division produces maps ranging from single-color diazo prints to multi-color printed geologic quadrangles.

Administration, Mineral, and Technical Services. The Maine Geological Survey and the Bureau of Public Lands have administrative jurisdiction over prospecting and mineral development on those lands owned or held in trust by the State of Maine that are open for mineral exploration. This jurisdiction extends over 200,000 acres of public lands, the littoral bottom to three miles, and all lake bottoms, but not to mineral activities on private or federal lands. In the case of the latter two, permission should be obtained from the landowner or the appropriate management agency.

Procedures for prospecting, claiming, and mining state lands are outlined in the "Mining on State Lands Statutes," copies of which may be obtained from the Survey. Prospector's permits and claim recording applications, as well as licenses to mine and leases must be obtained from the Survey. Mineral development on state held lands is subject to the appropriate environmental regulations as well. The Survey also maintains an active file of current mineral development activities on state lands.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land

1. Prospectors' Permit
2. Claim Recording Certificates
3. Land Use Ruling Permit
4. Licenses to Mine on State Land
5. Mining Leases on State Land
6. Machinery & Explosives for Prospecting

PUBLICATIONS: The Survey publishes technical reports concerning superficial, ground water, bedrock, and marine geology. Numerous recent maps and reports have been prepared for the planner and layman. Several of the Survey's publications are listed below. Please add 5% state sales tax to the purchase price when ordering.

Informational Literature:

Publications List—contains a complete listing of available Survey publications. (free)

Index Map Series—a series of maps which indicate coverage of superficial, bedrock, marine, and ground water map series. (free)

The Geology of Baxter State Park and Mt. Katahdin, by Dabney W. Caldwell, 2nd Edition; 1972. (1st Edition, 1960, out of print) Price: $1.25

Open-File Reports and Maps: a series of preliminary reports and maps available as diazo copies. Contact the Survey for a full listing of open-file information and prices. Several open-file map series are listed below.

Reconnaissance Surficial Geology Maps
Reconnaissance Bedrock Geology Maps
Sand and Gravel Aquifer Maps
Coastal Marine Geologic Environments Maps

Publications:

Preliminary Geologic Map of Maine, scale 1:500,000 compiled and edited by Robert G. Doyle; A.M. Hussey II, chief compiler; December, 1966. Price $3.00

Ground Water Handbook for the State of Maine, by W. Bradford Caswell; 1979 Price: $4.00

Surficial Geology Handbook for Coastal Maine, by Woodrow B. Thompson; 1979 Price: $4.00

Geologic Map of the Portland Quadrangle, Maine, by Arthur M. Hussey II; 1971 Price: $2.85

The Geology of Mount Blue State Park, by Kost A. Pankiwskyj; 1965 Price $.50

The Geology of Sebago Lake State Park, by Arthur L. Bloom; 1959 Price. $.75

The Geology of the Two Lights and Crescent Beach State Parks Area, Cape Elizabeth, Maine, by Arthur M. Hussey II; 1982 In Press

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GEOLOGICAL SURVEY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	247,584	136,621	10,659		100,304	
Health Benefits	8,165	4,611	529		3,025	
Retirement	38,017	21,536	1,470		15,011	
Other Fringe Benefits	249	219	12		18	
Computer Services—State	36				36	
Other Contractual Service	151,229	43,366	1,627		106,236	
Rents	21,779	112			21,667	
Commodities	13,582	3,591	424		9,567	
Grants—Subsidies—Pensions	313,401	120,000	10,000		183,401	
Buildings and Improvement	290				290	
Equipment	52,615	9,749			42,866	
Transfers to Other Funds	11,267		935		10,332	
TOTAL EXPENDITURES	858,214	339,805	25,656		492,753	

MAINE LAND USE REGULATION COMMISSION

JEFFREY R. PIDOT, DIRECTOR

Incoming WATS Line: 1-800-452-8711
Central Office: AMHI—Harlow Building *Telephone:* 289-2631
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 1, 1969 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 061; *Citation:* 12 M.R.S.A., Sect. 683

Average Count—All Positions: 15 *Legislative Count:* 13

Organizational Units:

Development Review Division
Planning Division
Resource Analysis Division
Enforcement and Education Division

PURPOSE: The Maine Land Use Regulation Commission was established to promote the health, safety and general welfare of the people of the State of Maine by planning for the proper use of resources and guiding land use activities to achieve this proper use. The primary responsibilities of the Commission are to determine the boundaries of areas within the unorganized areas of the State that fall into certain land use districts (zoning); to prepare land use standards for each district; to review applications for development in the unorganized areas of the State; and to prepare a comprehensive land use plan for these areas.

ORGANIZATION: The Maine Land Use Regulation Commission was established in 1969 as an independent agency. In 1973, under State Government reorganization legislation, the Commission was made a part of the Department of Conservation, created that year.

PROGRAM: Throughout FY 1981, the Commission reviewed and acted upon approximately 500 applications for buildings, subdivisions, developments, forestry operations, and rezonings, and processed approximately 500 notifications for land use activities carried out in conformance with the Commission's land use standards. The Commission has developed a new and more vigorous enforcement and education program, with dissemination of the Commission's Land Use Handbook being utilized in public educational efforts. Copies of the Handbook are distributed to all permit applicants and many others involved in the forest industry. Two full time staff members have been assigned to assist with the identification and resolution of problems in the field and to seek enforcement where necessary. Workshops have also been held with forest industry field personnel to explain and answer questions about the Commission's regulations.

The Commission's Zoning Standards have been revised and clarified, and its permit application forms have undergone revisions in order to make them clearer to the public and more useful to the Commission in its review process.

The Commission has continued its review process for its Comprehensive Land Use Plan. This review is necessary in order to keep the document current with the needs of the State and its people. In addition, the Commission has continued its program of providing planning assistance to local communities that have indicated a desire to exercise land use controls at the local level. A model land use ordinance has been developed for such communities.

Furthermore, the Commission has completed another phase of the State's "208" Water Quality Program. This Program focused on a further study of sedimentation problems associated with forestry practices.

An incoming WATS telephone line has been established as a service to those members of the public who are unable to travel to the Commission's office for assistance.

LICENSES, PERMITS, ETC.:

Permits:
(Plantations and Unorganized Townships)
Building
Development
Subdivision

Road Construction
Bridge Construction
Zoning Petitions
Forestry Operations
Utility Line Extension

PUBLICATIONS:

Manual of Land Use Planning—1/76 ..... No Charge
Building in the Wildlands of Maine—9/73 ..... No Charge
Subdividing in the Wildlands of Maine—9/73 ..... No Charge
Comprehensive Land Use Plan for the Plantations and Unorganized Townships of Maine—8/76 ..... No Charge
Revised Statutes Annotated Title 12, Chapter 206-A ..... No Charge
Land Use Districts and Standards ..... No Charge
Land Use Handbook (Complete Set) ..... No Charge
Section 1, Your Land ..... No Charge
Section 2, Maine Land Use Laws ..... No Charge
Section 3, Maine Land Use Regulation Commission ..... No Charge
Section 4, How to Apply for a L.U.R.C. Building Permit ..... No Charge
Section 5, Design Ideas ..... No Charge
Section 6, Erosion Control on Logging Jobs ..... No Charge
Section 6, Erosion Control on Logging Jobs (French Version) ..... No Charge

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	247,132	230,441			16,691	
Health Benefits	8,461	7,810			651	
Retirement	32,337	29,581			2,756	
Other Fringe Benefits	285	285				
Computer Services—Comm.	1,039	1,039				
Computer Services—State	29	29				
Other Contractual Service	101,108	98,233			2,875	
Rents	3,846	3,846				
Commodities	10,382	10,355			27	
Grants—Subsidies—Pensions	256	256				
Equipment	3,816	3,816				
Transfers to Other Funds	1,886				1,886	
TOTAL EXPENDITURES	410,577	385,691			24,886	

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 1 *Telephone:* 289-3821
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: April 5, 1935 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 059; *Citation:* 12 M.R.S.A., Sect. 602

Average Count—All Positions: 173 *Legislative Count:* 52

Organizational Units:

Division of Acquisition and Development
Division of Operations and Maintenance
Finance & Community Services
Division of Planning and Research
Snowmobile Division

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and memorials and to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles; to administer a State grant-in-aid fund for municipalities; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; and to mark the waters of the State for hazards or remove same.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation.

PROGRAM: The Bureau has five divisions.

Division of Acquisition & Development. A minor in-holding was acquired at Sebago Lake State Park, and use of an in-holding at Moxie Falls was approved through a license agreement with Central Maine Power Company. Conservation easements protecting a 500 foot strip along the shores of the West Branch of the Penobscot River from Seboomook Dam to Chesuncook Lake including Lobster Stream and Lobster Lake; Ripogenus Dam to Ambajejus Lake; and 7 miles of shoreline on the East Branch of the Penobscot River were granted by Great Northern Nekoosa Corporation. Legal descriptions have been drafted for nearly 27 miles of the Appalachian Trail under consideration for donation to the State by International Paper Company and St. Regis Paper Company.

Popham Beach traffic congestion on heavy use days will be relieved somewhat by the addition of roadside parking facilities. Repairs to the roof at Fort Popham were completed and a cottage renovated for a seasonal manager's residence. A major portion of the pier was replaced at Colonial Pemaquid. At Chamberlain Thoroughfare Bridge, in the Allagash Wilderness Waterway, a new ranger's quarters was constructed, waste disposal facilities improved at the existing ranger's quarters and public toilets added.

Grants to local communities and others provided for completion of new or improved boat access sites at Madawaska Lake, T16R14; Rockland Harbor, Rockland; Sabattus Pond, Sabattus; and Pleasant River, Addison. Improvements to the existing site at Long Lake, St. Agatha were completed and the town will assume future management responsibility. A site on Little Ossippee Lake, Waterboro, was deeded to the town by the Department of Transportation with the provision that its future use include public boat access. An undeveloped parcel at Swan's Island was deeded to the town for recreational purposes.

Operation & Maintenance. During FY 1982 this Division managed 29 state parks, 16 historic sites, the Allagash Wilderness Waterway, Songo Lock, and 50 public boat ramps. In addition, the Division monitored conditions at 46 undeveloped properties, 18 conservation easements, and 67 state-owned locally operated parks and/or boat ramps. Caretaker's quarters were provided at Flagstaff Lodge and the building was opened for day use to snowmobiliers and cross country skiers.

Public use in 1981 continued to grow. The entire system experienced a net increase of 37,400 over 1980 to a total use of 2,414,700. Day use increased by 31,000 visitors to 1,800,000; visits to historic sites dropped from 291,000 to 286,000; overnight camping increased by 8,000 to 276,800; and use in the Allagash increased by 5% to 51,200.

Community Parks and Recreation Division. In FY '81 the division secured approval of 40 projects using $1,987,000 in federal Land and Water Conservation Fund monies. Included were eight state projects for $399,000 and 32 community projects for $1,588,000. Also 27 projects were amended to increase the federal participation by $423,000.

Also three Small Grants for Conservation Commissions amounting to $1,515 (50% of total cost) were approved.

No grants were awarded through the Municipal Recreation Fund since monies were not appropriated in that account for FY '82; however, the $14,000 remaining in the account will be used to fund projects received prior to a July 1, 1982 filing deadline.

Technical assistance provided to local sponsors included project planning, design standards, design review, contract mediation, and operation and maintenance information.

Division personnel actively participated in the Maine Recreation and Parks Conference, the Mid Coast Recreation Maintenance Seminar, and hosted a Turf Maintenance Demonstration project.

The Community Parks and Recreation Advisory Board was established this year to help the division better meet local needs, coordinate recreation efforts of various local government and private groups, and to assist in evaluating state and federal project applications under an open project selection system.

Division of Planning and Research. During the past fiscal year this division was involved in the completion of several Regional Planning Commission recreation inventory and local analysis studies, the completion of an economic impact study of snowmobiling in Maine, preparation of the 1982 State Comprehensive Outdoor Recreation Plan Action Program, and completion of the Maine Rivers Study, a cooperative project with the National Park Service.

On-going studies include one contract with a Regional Planning Commission to examine local and regional recreation needs, two river studies with Regional Planning Commissions (the Pleasant in Washington County and the Aroostook/Machias in Aroostook County), and the 1982 State Comprehensive Outdoor Recreation Plan (SCORP).

Participation in new studies was limited because of the Maine Rivers Study and the continuing SCORP effort. A new river study was begun for the Lower Androscoggin by the Androscoggin Valley Regional Planning Commission.

Snowmobile Division. The Division continued its close working relationship with the 268 snowmobile clubs in the State, providing them with assistance in the areas of membership, trail planning, development and winter grooming. Additionally, we worked closely with the Maine Snowmobile Association through its officers with their volunteer program.

During the past fiscal year, the Division processed 174 club grooming grant applications, approving 173; approved 40 municipal grant applications involving 50 municipal and or county governments; and made a grant to one (1) individual for grooming approximately 27 miles of regionally significant trail in an unorganized area of Northern Maine. The total number of club, municipal and individual grants awarded involved approximately 7,200 miles of trail. The Division continued total administration of five major snowmobile trail systems as well as several smaller areas within the State Park system. One area which is normally maintained by the Division, Evans Notch, was not operating during the 1981-82 because of a massive salvage operation, but is expected to be re-activated next year.

Work continued on the implementation of the Northern Maine Trail Plan and the plan developed by the Maine Snowmobile Association for the remainder of the State approximately 85% complete. The remaining 10% of the Northern Maine Plan will be delayed until such time as the need may dictate and the remaining 15% of the Maine Snowmobile Association developed plan will continue until completed. That consists of trail in some coastal areas that need more attention in order to implement and a few locations elsewhere in the State that are somewhat remote.

The Economic Impact Study that was contracted to Dave Miller Associates has been completed and copies of the report are now being distributed.

The Division participated in two (2) Snowmobile Sportsmen Shows—one in Bath and one in Bangor. Additionally, the Division continued its co-sponsorship of the Regional Information Meeting for club members, non-club members and the general public.

PUBLICATIONS:

1. Outdoors in Maine
2. The Allagash Wilderness Waterway
3. Rules & Regulations for State Parks and Memorials
4. Rules & Regulations for the Allagash Waterway
5. The Forts of Maine — available at Forts and State Museum—$1.90 plus tax ($2.50 if mailed)

All above publications available at no charge.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PARKS AND RECREATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,360,162	2,093,037	267,125			
Health Benefits	63,909	54,273	9,636			
Retirement	340,391	301,581	38,810			
Other Fringe Benefits	8,685	8,313	372			
Computer Services—State	949	949				
Other Contractual Service	309,431	199,158	107,273		3,000	
Rents	1,007	496	511			
Commodities	77,201	55,034	22,167			
Grants—Subsidies—Pensions	349,937	10,242	278,979		60,716	
Purchases of Land	75		75			
Buildings and Improvement	8,042		8,042			
Equipment	196,531	106,849	89,682			
Transfers to Other Funds	10,403		10,403			
TOTAL EXPENDITURES	3,726,723	2,829,932	833,075		63,716	

DIVISION OF PLANNING AND DEVELOPMENT

RICHARD E. MORSE, ACTING DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1979 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058P; *Citation:* 12 M.R.S.A., Sect. 8002
Average Count—All Positions: 14 *Legislative Count:* 3

PURPOSE: The Utilization and Marketing section of the Division (1) provides services to Maine forest industries, landowners and loggers designed to improve the utilization and marketing of Maine wood; (2) assists the State Development Office and private entrepreneurs with industrial development projects based on Maine's forest resources; (3) assists groups of Maine landowners and loggers with alternative marketing and management strategies designed

to improve their position in the marketplace; and (4) enforces the Maine Christmas Tree registration law. The Planning section of the division (1) prepares and keeps current a state forest resources plan, complete with a computer-based data management system designed to guide Maine Forest Service policies and programs for the future, and to allow the forest service to qualify for continued federal financial support for those programs; and (2) carries out special projects of evaluation in support of the other divisions of the Maine Forest Service.

ORGANIZATION: The Division of Planning and Development is a new division in the Maine Forest Service organized by combining the former divisions of Utilization and Marketing, and Planning, Evaluation & Research.

PROGRAM: During fiscal year 1982, the Planning & Development Division completed a discussion draft of the first State Forest Resources Plan, continued work on the geo-based data management system, and in cooperation with the United States Forest Service, completed the field work for the decennial survey of Maine's forest resources. The Division also provided technical assistance to many Maine mills, provided marketing advice to Maine landowners, loggers, and mills, assisted the State Development Office and entrepreneurs with Industrial Development, and wood exports, and published the timber cut report, stumpage & mill delivered prices, primary processors list, logger list, Christmas tree producers list, six issues of the newsletter, several special marketing bulletins, and several special projects and seminars relating to wood utilization and marketing.

PUBLICATIONS:

Planning for the Forest Resources of Maine (a series)
The Export of Maine Sawlogs to Quebec
The Maine Timber Cut Report
Maine Primary Forest Products Manufacturers
Maine's Secondary Wood Industry
Mill-Delivered Price List (twice a year)
Stumpage Price List (twice a year)
Maine Logging Firms
Primary Processor Newsletter (printed bi-monthly)
Industrial Financing In Maine, Where to Go.
Maine's Forest Resources Evaluation—A Status Report

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PLANNING AND DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	152,668	69,678			82,990	
Health Benefits	3,959	2,197			1,762	
Retirement	22,876	10,435			12,441	
Other Fringe Benefits	167	103			64	
Computer Services—Comm	1,669	234			1,435	
Other Contractual Service	84,486	27,410			57,076	
Rents	1,531	—100			1,631	
Commodities	16,040	11,209			4,831	
Grants—Subsidies—Pensions	66	66				
Buildings and Improvement	175				175	
Equipment	12,176				12,176	
Transfers to Other Funds	266	—10			276	
TOTAL EXPENDITURES	296,079	121,222			174,857	

DIVISION OF PLANNING AND PROGRAM SERVICES

ANNEE TARA, DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 24, 1977 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056P; *Citation:* 12 M.R.S.A., Sect. 5012

PURPOSE: The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, policy development and long-range departmental planning.

ORGANIZATION: Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for this division.

PROGRAM: The division conducts a coordinated public information and education program for the Department of Conservation. The objectives of the program are to create and maintain understanding by the public of Department of Conservation programs, to foster public interest in the importance of wise natural resource management, and to promote intradepartmental understanding and cooperation. The information and education section prepares and distributes news releases, feature stories, and a departmental newsletter; prepares and revises informational folders, and maintains a photo file. The section coordinates special projects, such as participation in shows and exhibits. As a service to other programs in the Department, the information and education section distributes news clippings twice each week, distributes audio-visual materials and equipment, prepares a departmental directory and reviews reports and publications.

The division has provided continuing policy review and assistance to the various bureaus of the Department on matters of Department-wide concern. In FY 1982, the division developed recommendations for protecting unique natural and recreational values on Maine river segments from effects of hydroelectric development.

The division also coordinated the development and review of Department policy papers, legislative programs, federal grant applications, and affirmative action. The personnel count and fiscal report of the Commissioner's Office and the Division of Planning and Program Services are included in the financial display of the Division of Administrative Services.

PUBLICATIONS:

Report of the Mineral Policy Advisory Committee. October 1980
Proceedings of the Blaine House Conference on Forestry. January 1981
Maine Rivers Study (National Park Service), April 1982
Outdoors in Maine, June 1982 — free
Spruce Budworm in Maine, 1982 — free
Forest Trees of Maine—$1.00 per copy, tax included
Canoeing, Hiking and Ski Touring Bibliography—free
Spruce Budworm Fire Hazard Advisory—free
Films and publications available from the Maine Forest Service—free

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Department of Conservation.

BUREAU OF PUBLIC LANDS

BERNARD J. SCHRUENDER, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October, 1973 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 063; *Citation:* 12 M.R.S.A., Sect. 551

Average Count—All Positions: 35 *Legislative Count:* 0

Organizational Units:

Operations Planning Financial Management

PURPOSE: The Bureau of Public Lands was established in 1973 to upgrade the level of management on Public Reserved and other public lands in the State of Maine—and to recapture exclusive title to more than 300,000 acres of Public Reserved Lands on which timber and grass rights had been sold.

With the resolution of longstanding litigation *(Cushing* vs. *the State of Maine)* in 1981, the State of Maine effectively re-established its title to all of the Public Reserved Lands—and through land trades with private landowners, it is in the process of consolidating the many scattered Public Lots (Public Reserved Lands) into large multiple use management units. Between 1975 and 1982, more than 180,000 acres of this land base have been consolidated into tracts, ranging in size from 5,000 to 30,000 acres.

According to its Legislative mandate, the Bureau is required to manage the lands under its jurisdiction for purposes of multiple use and sustained yield, in accordance with principles of sound planning and prudent business practice.

The Bureau is authorized to prepare, revise and maintain management plans for the lands under its jurisdiction; to grant permits to harvest the resources of the public lands; to sell gravel; to lease the right to set poles and maintain utility lines; to construct, maintain and lease overnight campsites and other camping facilities; to grant the right to construct and maintain public roads and lease mill privileges, dam sites and flowage rights with the consent of the Governor; to grant mining rights subject to the approval of the Maine Mining Bureau, the Land Use Regulation Commission and the Department of Environmental Protection, and to lease the right to dredge, fill or erect permanent causeways, bridges, marinas, wharves, docks or other permanent structures on State-owned submerged or intertidal lands. The Bureau is also charged with the responsibility of the Coastal Island Registry.

ORGANIZATION: The Bureau of Public Lands, with responsibilities transferred from the former Forestry Department, was established by the 106th Legislature as an administrative unit of the Department of Conservation in October, 1973. An Act to Improve the Management of the Public Lands, passed by the 107th Legislature, delegates to the Bureau the care, custody, control and the responsibility for the management of all lands owned by the State including public reserved lands, public domain lands, islands in great ponds and coastal waters, land beneath great ponds, rivers and streams, subtidal lands, lands acquired by the Bureau pursuant to lawful authority and any other lands the management and control of which are not otherwise provided for by law.

The Bureau is divided into three Divisions: Operations, Planning, and Financial Management. The Operations Division is responsible for all land management functions, including timber sales, lot line maintenance, inventory, agricultural land leasing, and recreational developments. Operations staff also assist in land trade negotiations and related functions. The Planning Division coordinates the research, preparation, and review of management plans, provides staff support for land trades, and handles the Coastal Island Registry. It also assists in information and education work. The Financial Management Division handles the submerged lands program, the camplot program, stumpage accounting, and general purchasing, personnel, financial and budget administration.

PROGRAM: In keeping with the Bureau of Public Lands' goals and objectives, the following projects have been initiated:

Multiple Use Land Management. The Bureau has undertaken the creation of a broad multiple use land management enterprise. A revised planning policy has been adopted to guide the management planning process. Management plans are being prepared and used as the basis for continuing management decisions on each parcel of public land. Plans are reviewed by State agencies and public groups to ensure the evaluation of all resources. The Bureau has prepared management plans for more than 120,000 acres of land, and will complete plans for all of its forest lands by 1985. At that time a new cycle of updated inventory and management plans will begin.

Forest Resources Inventory. The Bureau is in the process of compiling inventory information about the lands under its jurisdiction, including wildlife, timber, recreational and other multiple use data.

Submerged Lands. The Bureau of Public Lands statutorily holds proprietary jurisdiction over the submerged and intertidal lands of the State. The legislation authorizes the conveyance of certain State rights in this land for up to 30 years. Realizing that it is in the public interest to secure an economic return for the public on large-scale commercial uses of this public land, and that it is also in the public interest to exempt small or non-commercial users from fees, and also to guarantee such users adequate real property rights in State-owned submerged land, the Bureau has developed administrative procedures with the Department of Environmental Protection. The purpose of these administrative procedures is to provide environmental permit applicants with conveyances necessary to provide them with sufficient title for their applications to be processed.

Agricultural Management Plans. Management Plans for agricultural parcels under the Bureau's jurisdiction have been completed through 1987. Specific recommendations by Soil Conservation Service agencies are being implemented to make better utilization of different soil and crop types. Leasing is now on a five-year basis to allow capital investment by lessees.

Camp Lease Program. The Bureau has administrative authority for 500 private camplot leases on Public Reserved Lands. This is an important and continuing part of the Bureau's recreational program, and 50 percent of the net revenue received in this program is dedicated to the development and maintenance of recreational projects. However, because the camplots represent a private and exclusive use of public recreational resources, the Bureau maintains this program at existing levels—and, as a matter of policy, does not issue new leases.

Forest Products Harvesting. The Bureau conducts an ongoing series of timber sales. In addition, the Bureau has laid the groundwork for increased cooperation with the Department of Inland Fisheries and Wildlife. The timber sale program provides the bulk of the Bureau's revenue. To improve sale administration and planning, the Bureau has established Regional Offices in Presque Isle, Old Town and Farmington.

LICENSES, PERMITS, ETC.:

Permits:

- Timber Stumpage
- Gravel
- Submerged Lands
- Right of Way
- Agricultural
- Public Land (includes a variety of possible uses)

PUBLICATIONS:

Management plans for specific parcels, as available. $1 per copy
Map of the Public Reserve Lands, $1.50 per copy

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	361,797		361,797			
Health Benefits	12,015		12,015			
Retirement	50,593		50,593			
Other Fringe Benefits	727		727			
Computer Services—State	14,650		14,650			
Other Contractual Service	125,632		125,632			
Rents	1,565		1,565			
Commodities	15,972		15,972			
Grants—Subsidies—Pensions	16,636		16,636			
Equipment	9,951		9,951			
Transfers to Other Funds	46,607		46,607			
TOTAL EXPENDITURES	656,145		656,145			

KEEP MAINE SCENIC COMMITTEE

ELIZABETH PYNCHON, PART-TIME COORDINATOR

Central Office: AMHI—Harlow Building; *Floor:* 3 *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 066; *Citation:* 12 M.R.S.A., Sect. 633

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Department of Conservation has been directed to conduct a continuing program of education, promotion, research and enforcement in order to protect Maine's natural beauty. Recognizing that both the general welfare of Maine's citizens and much of the State's economy depends upon the State's scenic resources, the Keep Maine Scenic Committee has focused on the visual problems of litter, junk cars, community improvement, outdoor advertising, and vandalism.

In conducting the program, the Department has made full use of voluntary services and contributions from clubs, organizations and associations, individuals, municipalities, business and industry, and other State agencies. The Keep Maine Scenic Committee advises and consults with the Department in the administration of the Program.

ORGANIZATION: The 110th Legislature eliminated all General Funding of the Keep Maine Scenic Committee. The only source of funding now available is the yearly collection of litter fines. Due to the major reduction in funding, many programs and positions have had to be discontinued, i.e. free loan library of slides and films, yearly wilderness litter clean-up program, full-time coordinator and secretary. A part-time coordinator conducts the day-to-day operations of the program. The 11 volunteer committee members are appointed by the Commissioner of Conservation for three-year terms.

PROGRAM: The Committee's program has had three main focuses:

Education. Education activities in the Keep Maine Scenic Committee Program included the purchase and distribution to individuals and organizations of litter bags and printed material. A teaching kit on litter, solid waste and the use of resources in Maine was distributed for the 2nd year to children in the 4th, 5th and 6th grades. Numerous requests for information on litter and community improvement projects were filled. The Committee ran an anti-litter art competition for students and presented winners to the Governor.

Promotion. The Sears, Roebuck/Keep Maine Scenic Community Award program was continued. Auto litter bags were widely disseminated through state agencies and private organizations.

A wilderness litter clean-up program was organized and carried out for 1981. Public service newspaper ads and radio spots were made and distributed. The Carry In-Carry Out program for litter control in Maine's backcountry was widely promoted with posters and radio spots.

PUBLICATIONS:

Litter Bags
Classroom Kit on Litter and Waste

All publications are available at no charge.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KEEP MAINE SCENIC COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,177	1,678	499			
Health Benefits	29	29				
Retirement	307	260	47			
Other Contractual Service	7,971	1,685	6,286			
Commodities	105		105			
Transfers to Other Funds	228		228			
TOTAL EXPENDITURES	10,817	3,652	7,165			

DIVISION OF SPRUCE BUDWORM MANAGEMENT

ANCYL THURSTON, Acting Forest Insect Manager
MICHAEL BARRETT, Acting Supervisor of Forestry Operations

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058B; *Citation:* 12 M.R.S.A., Sect. 8401
Average Count—All Positions: 44 *Legislative Count:* 0

PURPOSE: The major goal of the Spruce Budworm Management Division is to minimize the short-term and long-term impacts of the spruce budworm on the State's forest resource. Objectives include (1) protection of present and future spruce and fir wood supply, (2) development of a protection program that is cost-effective, biologically sound, and responsive to environmental and human health concerns, (3) reduction in reliance on chemical insecticides, (4) expansion of integrated pest management practices (5) implementation of equitable protection program financing, (6) voluntary participation in the spray program, (7) provision of regulatory review, and (8) provision of utilization and management assistance programs (MRSA Title 12, Sub-chapter IV-A, Section 8421-8430).

ORGANIZATION: This Division was established in 1976 under provisions of the Spruce Budworm Suppression Act. In April of 1980, major changes in the Act were made by the Legislature through Chapter 737, P.L. 1980. Briefly, the following amendments were made to change the direction of the program to more effectively accomplish the objectives and purpose: (1) the Spruce Fir Protection District was reduced by 112 towns, (2) project funding was modified to provide for a "spray" tax and to eliminate general fund participation, (3) a Settlement Region was created within which special spray policies were adopted, (4) a budworm

research program was established, (5) an accelerated woodlot management assistance program was initiated, (6) a wood supply-demand study was authorized and (7) money was appropriated to fund a Human Health Monitoring Program.

In May of 1981 further amendments provided for (1) a revised pre-funding mechanism (2) payment for spraying services on public lands and (3) a voluntary protection program, which landowners could join for a period of five years. In February 1982 an amendment was added to allow landowners, under certain conditions, to request withdrawal from the five year obligation.

PROGRAM: The major activity for the 1982 fiscal year was the conduct of the 1982 suppression project. This project was planned to treat 922,000 acres with chemical and biological insecticides at an estimated cost of $7,800,000. A long term environmental monitoring project was initiated in 1982 with the selection of permanent sample plots throughout the Spruce Fir Forest Protection District.

Research projects were conducted on a variety of subjects including: (1) a wood supply/demand analysis, (2) biological control agents for budworm, and (3) the utilization of budworm damaged spruce and fir for lumber and pulp production.

Beginning July 1, 1981 the General Fund committed $143,000 to support an expanded woodlot management assistance program. These funds were matched by the U.S. Forest Service. The program provides technical assistance and advice to small woodlot owners relative to the implementation of integrated pest management practices.

PUBLICATIONS:

Alternatives to State Management of Spruce Budworm Spraying—1979, 198 pp.

A Technical Review of Planning and Guidance Procedures in Maine's Spruce Budworm Spray Operations—1979, 63 pp.

Programmatic Environmental Impact Statement for Maine—1981, 79pp.

Effectiveness of Spraying—1979, 95 pp.

Environmental Monitoring of Cooperative Spruce Budworm Control Projects, Maine—1976 & 77, 1978, 1979, 1980.

Forest Insect Managers Report—1980 and 81.

Spray Deposit Assessment for Suppression Projects 1979 & 80, 51 pp.

Spruce Budworm in Maine—Operational Reports for 1976, 77, 78, 79, 80 and 81.

Spruce Budworm Research in Maine; A User's Guide, 1979, 175 pp.

Fate of Carbaryl in Maine Spruce Fir Forest, 50 pp.

Spruce Budworm in Maine—History, Biology and Management, 4 p.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF SPRUCE BUDWORM MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,024,880		964,419		60,461	
Health Benefits	25,644		23,005		2,639	
Retirement	151,403		142,530		8,873	
Other Fringe Benefits	1,253		934		319	
Computer Services—Comm	28,610		27,881		729	
Computer Services—State	50		25		25	
Other Contractual Service	7,308,913	154,757	6,022,203		1,131,953	
Rents	11,537		10,467		1,070	
Commodities	197,614	150	180,874		16,590	
Grants—Subsidies—Pensions	246		246			
Equipment	72,387	1,173	58,218		12,996	
Transfers to Other Funds	15,452		14,250		1,202	
TOTAL EXPENDITURES	8,837,989	156,080	7,445,052		1,236,857	

MAINE TRAILS SYSTEM ADVISORY COMMITTEE

RAY GIGLIO, CHAIRMAN
HERBERT HARTMAN, Director

Central Office: AMHI—Harlow Building *Telephone:* 289-3821
Mail Address: Statehouse Sta. #19, Augusta, Maine 04333
Established: October 3, 1973 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 065; *Citation:* 12 M.R.S.A., Sect. 602
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit was inactive during FY 82.

COUNCIL OF ADVISORS ON CONSUMER CREDIT

LYNN K. GOLDFARB, CHAIRWOMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Citation:* 9A M.R.S.A., Sect. 6.301
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The council advises and consults with the administrator of the Bureau of Consumer Credit Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

ORGANIZATION: The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom he is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: During FY 82 the Council sponsored several educational programs: workshops for creditors to assist them in complying with consumer credit laws; and review of pending legislation affecting the Consumer Credit Code.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Credit Protection.

MAINE CORRECTIONAL ADVISORY COMMISSION

STEPHEN DUBORD, CHAIRMAN
KIMBERLY ELLIS, Contact

Central Office: State Office Bldg., Augusta *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 047; *Citation:* 34 M.R.S.A., Sect. 525A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the Commissioner, Department of Corrections, in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the Commissioner on December 31st of each year. The commission shall meet as often as necessary at the discretion of its chairman, and shall adopt its own rules of procedure to carry out its duties.

ORGANIZATION: The Maine Correctional Advisory Commission, composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens, appointed by the Governor, including at least one full-time nonadministrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman, and appointments are made for terms of 3 years. Each member of the commission may receive his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission shall be authorized to receive public and private grants to aid in defraying the costs of its operation.

PROGRAM: Throughout the calendar year, the commission studied the policies and program of the Bureau of Corrections and issued a report to the Governor, Legislature and Commissioner of Corrections as required by statute.

PUBLICATIONS:

Annual Report issued 12/31/75 (paid for by Paula Elkins)
Annual Report issued 12/31/76 (the commission itself has no funds for photocopying
Annual Report issued 12/31/77 and mailing)
Annual Report issued 12/17/79

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

DEPARTMENT OF CORRECTIONS

DONALD L. ALLEN, COMMISSIONER

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1981 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 201; *Citation:* 34 M.R.S.A., Sect. 32

Average Count—All Positions: 762 *Legislative Count:* 781

Organizational Units:

Division of Probation and Parole
Maine State Prison
Community Correctional Services
Juvenile Court Intake
Maine Correctional Center
Maine Youth Center
Charleston Correctional Facility

PURPOSE: The Department of Corrections was established to return individuals committed to the Department's care to the status of full and free citizens, more able to cope with the normal expectations of the community in which they live. The Department is responsible for the direction and general administrative supervision of the correctional programs within the Maine State Prison, the Maine Correctional Center, Charleston Correctional Facility, Maine Youth Center, Division of Probation and Parole, and Juvenile Court Intake. The Department is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish halfway house programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Corrections; to expend correctional institutional appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs; and the Department of Corrections, may provide or assist in the provision of correctional services throughout the State as authorized by Maine law. The Department is responsible for setting standards and inspection of municipal and county jails.

ORGANIZATION: Prior to 1981, the State's penal and correctional institutions were responsible directly to the Commissioner of Mental Health and Corrections. In 1981, the Legislature established the Department of Corrections to administer these units. In 1969, a Division of Probation and Parole was created to administer Probation and Parole services.

PROGRAM: The program activities of the Department are discussed in the individual reports of its program components on the following pages except for the following:

Community Corrections: The Department of Corrections has been successful in its efforts to continue adult halfway houses to accommodate work releases from the State institutions and county jails.

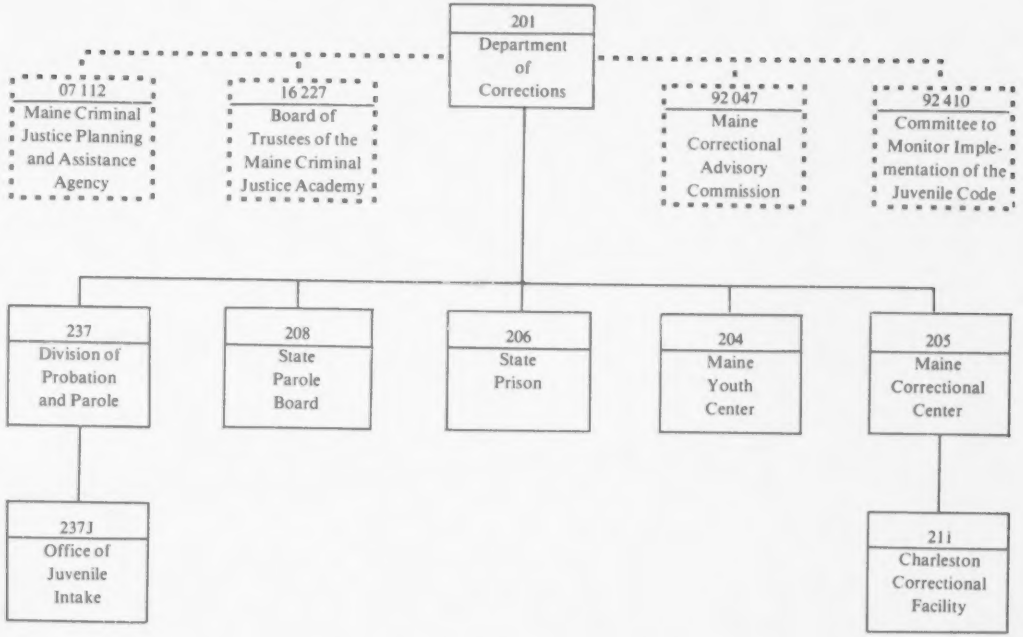
A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, chairtable nonstock corporations, local and county governmental units and State agencies.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purchase of services for youthful offenders.

The program is also funded for mental health services to correctional clients including those having drug and alcohol problems. Another program, in conjunction with our adult institutions develops jobs for inmates who are to be released within a short period of time.

Correctional Training Program. The 108th session passed into law mandatory training for all correctional officers working in municipal, county, and state correctional facilities. The Department coordinated the development of the curriculum for this training with the coopera-

ORGANIZATIONAL CHART
DEPARTMENT OF CORRECTIONS
UMB 03



Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,634,726	12,350,330	20,085		263,569	742
Health Benefits	458,153	446,344	656		11,153	
Retirement	2,445,652	2,404,738	2,983		37,931	
Other Fringe Benefits	56,240	56,576	23		215	—574
Computer Services—Comm.	2,494	2,494				
Computer Services—State	6,660	5,164			1,496	
Other Contractual Service	2,823,927	2,699,141	25,324		40,078	59,384
Rents	89,662	89,336	13		228	85
Commodities	1,985,096	1,896,910	9,869		29,160	49,157
Grants—Subsidies—Pensions	719,302	669,347	9,997		39,958	
Buildings and Improvement	189,191	172,566			9,292	7,333
Equipment	279,296	149,773	16,536		104,789	8,198
Transfers to Other Funds	3,044		434		2,666	—56
TOTAL EXPENDITURES	21,693,443	20,942,719	85,920		540,535	124,269

Computer Services—State	6,660	5,164			1,496	
Other Contractual Service	2,823,927	2,699,141	25,324		40,078	59,384

tion of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers.

PUBLICATIONS:

Evaluation and Plan, Maine Juvenile Code, January 1982

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Department is taking to develop program and services which are needed by the youth of the state.—Free

Adult Correctional Plan—1978

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Department is taking to better meet the needs of the offenders in the State of Maine.—Free

County and Municipal Jail Standards—1981

The Standards were compiled by the Department of Corrections with input from the Maine Chief's of Police Association, numerous sheriff's departments and other agencies.—Free

County Jail Inspection Reports—1981

The Jail Report is done in compliance with Title 34, M.R.S.A. 1964 and amended by P.L. 1967 C248, P.L. 1969, C258 and regulations set forth relating to "Standards for County Jails" and status conditions found in county jails.—Free

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CORRECTIONS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	292,731	277,534			15,197	
Health Benefits	8,604	8,221			383	
Retirement	44,750	42,399			2,351	
Other Fringe Benefits	554	554				
Computer Services—Comm.	136	136				
Computer Services—State	2,976	1,480			1,496	
Other Contractual Service	894,083	856,410	19,516		16,304	1,853
Rents	2,733	2,720	13			
Commodities	581,553	561,751	906		18,466	430
Grants—Subsidies—Pensions	481,762	453,079	9,875		18,808	
Buildings and Improvement	97,310	80,685			9,292	7,333
Equipment	113,336	3,198			101,690	8,448
Transfers to Other Funds	764		131		633	
TOTAL EXPENDITURES	2,521,292	2,288,167	30,441		184,620	18,064

CHARLESTON CORRECTIONAL FACILITY

MARTIN MAGNUSSON, DIRECTOR

Central Office: Charleston, Maine *Telephone:* 285-3307
285-3308

Mail Address: Charleston, Maine 04422

Established: 1980 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 211; *Citation:* 34 M.R.S.A., Sect. 871

Average Count—All Positions: 21 *Legislative Count:* 22

PURPOSE: The purpose of this facility is to confine and rehabilitate inmates that are transferred from the Maine Correctional Center located in South Windham, or the Maine State Prison located in Thomaston, and who are sentenced to these facilities pursuant to MRSA Title 15 Section 2611. Charleston Correctional Facility is designed to serve as an intermediate step between the main institutions and the pre-release facilities located in various parts of the State. Charleston was opened in November, 1981 to assist in the alleviation of overcrowding in the main institution and to provide a greater degree of flexibility and progression in the State's Correctional System.

The two major programs at Charleston are public work restitution and vocational training. Inmates at Charleston have already been involved in several restitution projects for the surrounding communities. These are projects such as widening and lengthening the air field, constructing road signs and park benches in Dover-Foxcroft, assisting in the construction of athletic fields at the High School in Guilford and building fences at the cemetery in Charleston. The vocational training program has not been totally developed at this point, but will become an important aspect of the facility in the near future.

ORGANIZATION: The Charleston Correctional Facility is located on the site of the former Charleston Air Force Base located in Charleston, Maine. The Charleston Correctional Facility became operational in November of 1980. The State of Maine was able to commence operation by securing a temporary lease with the Federal Government. The State is in the process of acquiring a 30 year lease for the facility. The Charleston Correctional Facility is located within the administrative structure of the Maine Correctional Center, and the center has primary responsibilities for the facility's development.

PROGRAM: The Charleston Correctional Facility is responsible for the care, treatment, custody and security of inmates transferred to the unit. Charleston is a minimum security facility.

All inmates are classified by a Classification Board at the main institutions prior to their transfer to the Charleston facility. This board reviews the individual's medical, dental, psychological, educational, theological and program needs. This necessary information is forwarded to the Charleston facility. When the individual arrives in Charleston he appears before a Classification Board for further determination as to his programmatic requirements.

Dental: Necessary dental care is provided to an inmate in the main institutions prior to transfer to Charleston. When an inmate at Charleston requires emergency dental work, he is transported by a Corrections Officer to Dover Foxcroft for necessary treatment.

Alcohol Counseling: The local AA Chapter meets at the Charleston facility weekly. Inmates are welcome to attend and participate.

Religious Services: A local minister, Rev. Donald Davenport has volunteered his services as Chaplain. He provides counseling to inmates and their families. Religious services are conducted each Sunday. The services are conducted by different denominations on a rotating basis.

Recreation: The facility has an excellent gymnasium where inmates are provided the opportunity to participate in basketball, volley ball, weight lifting, bowling and there is a pool. There is also a softball field which is utilized extensively in the summer months.

Medical: There is no medical staff at the Charleston facility. Inmates with major medical problems are not transferred to Charleston. When an individual has a routine medical problem

he is transported to St. Joseph's Health Clinic in East Corinth, Maine. When an emergency medical problem occurs the individual is transported to Mayo Regional Hospital located in Dover-Foxcroft, Maine.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	338,053	338,053				
Health Benefits	14,108	14,108				
Retirement	61,616	61,616				
Other Fringe Benefits	1,402	1,402				
Other Contractual Service	72,491	72,491				
Rents	289	289				
Commodities	43,749	43,749				
Grants—Subsidies—Pensions	172	172				
Equipment	2,303	2,303				
TOTAL EXPENDITURES	534,183	534,183				

MAINE CORRECTIONAL CENTER

EDWARD J. HANSEN, SUPERINTENDENT
JAMES R. CLEMONS & HAMILTON W. GRANT, Assistant Superintendents

Central Office: 119 Mallison St., So. Windham — *Telephone:* 892-6716
Mail Address: 119 Mallison St., So. Windham, Maine 04082

Established: 1919 — *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 205; *Citation:* 34 M.R.S.A., Sect. 811

Average Count—All Positions: 147 — *Legislative Count:* 150

Organizational Units:
Care & Treatment Unit
Custody & Control Unit
Pre-Release Centers
Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons under the age of 18 years with respect to whom probable cause has been found under Title 15 Section 2611, subsection 3, who have pleaded guilty to or have been tried and convicted of crimes in the Superior Court and persons over the age of 18 who have been convicted of, or who have pleaded guilty to crimes in the courts of the State, and who have been duly sentenced and committed to the Center. The Center may also accept transfers from the Maine State Prison, Maine Youth Center and County Jails for participation in Center programs.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of such inmates shall be made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent shall have supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at South Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981. The Reformatory was renamed the Men's Correctional Center in 1967. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

PROGRAM: The program of the Maine Correctional Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was perpetrated while attempting to retain the most effective services of both programs. By Statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Consulting psychological services are currently available two days per week and consulting psychiatric services are provided one day per week.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain and a Catholic Chaplain who aid considerably in the treatment program. During the summer months, this program is greatly enhanced by a Clinical Pastoral Training Program which offers the institution a great deal of general counseling and spiritual development. Up to six clergy, on an intern basis, are at the Correctional Center for this training program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program.

In addition there is an active Alcoholics Anonymous (AA) Program at the Maine Correctional Center. A staff advisor acts as general coordinator. This program strives to meet the needs of those residents who have alcoholic and drug related problems.

Education Program. This program has a teacher-principal and one academic teacher who is State funded, and two academic teachers who are federally funded. These staff people operate programs pertaining to High School Equivalency, Developmental Reading, and Tutorial (for completion of High School Diplomas). They also teach courses which better enable the resident to use community resources upon his return to society; for example: Consumer Education, Career Awareness, Developmental Reading and Distributive Education. Academic programs strive to develop a curriculum to meet the needs of the individual, not only in subject area, but also in developing a learning setting which will motivate and enable the resident to use his/her full capabilities. There are nine Vocational Trades Instructors, five (5), of whom are State paid and four, of whom are federally funded. Having these instructors enables the Center to offer Welding, Graphic Arts, Building Trades, Front-End Alignment, Electricity, Small Engine and Automotive Repair, Pre-Vocational Training, industrial stitching and a job developer position. Courses in meat cutting and home economics are also offered.

Classification Committee. This Committee utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center or a pre-release or a county jail, or may be granted short-term residential release under the supervision of Division of Probation and Parole. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The recreation department utilizes the gymnasium, outdoor playing field, and numerous leisure time activities including movie and canteen room. Offground activities are minimal due to the large number of inmates and the length of sentences.

Housing Areas Program. A male resident may move through a program of housing areas. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correc-

tional officer staff is responsible for determining with the resident, his needs and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

Each week an evaluation is done on each resident by each staff member in the housing areas and the resident signs the evaluation once he has seen it and discussed the evaluation with the staff person. These evaluations are used to determine if the resident is ready to move on to another living area. This system allows both staff and residents in a living area to evaluate their relationship and points the direction the resident should take enabling further program development. A special treatment unit has been established to house residents who are unable to function in the Center's main population for various reasons. The various dormitories, cell block, cottage areas and pre-release units allow the institution to have a head count of 191.

The Southern Maine Community Correctional Center (male pre-lease unit) has proved invaluable to the over-all program of the Center and serves as a work-release, education-release unit with a bed capacity of 30.

The Central Maine Pre-release Center was established in the Stevens building of the former Stevens Correctional Center in Hallowell on May 30, 1979. Presently it provides addtional housing for selected inmates in pre-release status with a capacity of 33.

The Charleston Correctional Facility was opened in November, 1980, at the former site of the Charleston Air Force Base in Charleston. It is functioning as a minimum security unit and has a current capacity of 28.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,750,724	2,596,435	20,085		134,204	
Health Benefits	105,591	100,146	656		4,789	
Retirement	498,318	475,507	2,983		19,828	
Other Fringe Benefits	12,143	12,023	23		97	
Computer Services—Comm.	281	281				
Computer Services—State	597	597				
Other Contractual Service	418,079	412,113	1,504			
Rents	2,399	2,395			4	
Commodities	377,267	365,951	7,284		4,032	
Grants—Subsidies- -Pensions	31,303	19,356	122		11,825	
Buildings and Impro ement	10,123	10,123				
Equipment	29,471	20,150	8,287		1,034	
Transfers to Other Funds	1,216		182		1,034	
					4,462	
TOTAL EXPENDITURES	4,237,512	4,015,077	41,126		181,309	

OFFICE OF JUVENILE INTAKE

EDMUND J. TOOHER, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: July 1, 1978 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 237J; *Citation:* 34 M.R.S.A., Sect. 1592

Average Count—All Positions: 25.5 *Legislative Count:* 26

PURPOSE: The Office of Juvenile Court Intake was established to provide a uniform statewide process for screening juvenile cases referred by law enforcement agencies for formal adjudication proceedings. Through the screening/investigative process, Intake Workers determine which cases are appropriate to be adjusted on an informal basis without involving the juvenile in the court system. Intake Workers are also responsible for screening detention requests by police to determine if it is necessary for a youth, when initially arrested, to be detained in a secure detention facility. To facilitate immediate response to detention requests, Intake Workers are on call 24 hours a day, 7 days a week.

ORGANIZATION: The Office of Juvenile Court Intake was created in 1978 as a division of the Bureau of Corrections. The staff is comprised of 21 Intake Workers, four clerical employees, and one Director, all in classified State service. As no supervisory staff, other than the Director, was allocated by the Legislature, Intake Workers are currently under the administrative structure of the Division of Probation and Parole.

PROGRAM: The Office of Juvenile Court Intake received 5,611 referrals for court action during FY 1982. Of these, 2,208 or 39.4% of all referrals were informally adjusted. Informal adjustment is a voluntary written agreement between the juvenile, parents and Intake Worker, for a period of up to six months, during which time the juvenile and parents agree to abide by certain conditions. During this period, Intake Workers act as "brokers of service" with other agencies who have expertise in a specific area in which the juvenile is in need of assistance. Examples of conditions of informal adjustment include agreements to participate in drug counseling programs, to enroll in remedial reading programs, to make monetary restitution and to perform public service work. During FY 1982, those juveniles participating in Intake supervised restitution programs throughout the state returned approximately $56,162 to victims or charities and performed approximately 9,167 hours of public service work.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF JUVENILE INTAKE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	329,430	329,430				
Health Benefits	11,713	11,713				
Retirement	48,092	48,092				
Other Fringe Benefits	1,275	1,275				
Computer Services—State	665	665				
Other Contractual Service	56,069	56,069				
Rents	15,533	15,533				
Commodities	3,002	3,002				
Equipment	500	500				
TOTAL EXPENDITURES	466,279	466,279				

STATE PAROLE BOARD

ROBERTS J. WRIGHT, CHAIRMAN
PETER J. TILTON, Secretary

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 208; *Citation:* 34 M.R.S.A., Sect. 1551

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision and formulate policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957, under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. The Board elects its own chairman and meets at least bimonthly and may meet as often as necessary.

PROGRAM: The State Parole Board hears cases at the Maine State Prison and the Maine Correctional Center to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time should be served, if any, and when a prisoner or inmate is to be discharged.

Maine State Parole Board Action
Annual Report
Fiscal Year—1981/1982

Paroled	19*
Paroled & Discharged	0
Denied	40
Continued (Resolved)	1
(Pending)	4
Total Parole Eligible	64
Early Discharge Requests	13
Others	24
Total Cases Heard	101

During the fiscal year 1981/1982, the Parole Board met a total of 11 times and considered a total of 101 cases; 64 were inmates eligible for parole consideration; 23 Parole Violators; 8 Early Discharges were granted; 5 cases were continued pending further evaluation or eligibility.

PUBLICATIONS:
Parole Board Rules and Policy—Free

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	16,648	16,648				
Health Benefits	481	481				
Retirement	1,727	1,727				
Other Fringe Benefits	9	9				
Other Contractual Service	10,081	10,081				
Commodities	218	218				
TOTAL EXPENDITURES	29,164	29,164				

STATE PRISON

PAUL K. VESTAL, JR., WARDEN
LARS HENRIKSON, Deputy Warden
JOSEPH SMITH, Deputy Warden

Central Office: Thomaston, Maine *Telephone:* 354-2535
Mail Address: State Prison, Box A, Thomaston, Maine 04861
Established: 1823 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 206; *Citation:* 34 M.R.S.A., Sect. 551
Average Count—All Positions: 248 *Legislative Count:* 252
Organizational Units:
Bolduc Unit Bangor Pre-Release Center

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government as provided by law of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843, and after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Department of Corrections.

PROGRAM: Coming out of the lockdown ordered by Governor Brennan, the prison staff set out to reorganizing the institution to insure a safe and stable environment for staff and inmates with the prompt and effective delivery of services to the inmate wards of the state.

New visiting and contraband policies have been instituted and re-enforced. A rigorous pass system now controls inmate movement in the prison. Rules and regulations governing the inmates and disciplinary procedures have been revamped and promulgated to establish and maintain orderly and equitable handling/management of inmates. Systematic inspection of food service and housing areas contributes to sanitary and adequate provisions for feeding and residence spaces.

The inmate Novelty Program has been limited to one prison area (Craft Room) and only inmates who are regularly assigned to work can participate in it. Ceilings have been placed on earnings and close staff supervision exercises quality control over items offered for sale. Prison industries have been reorganized; contractual agreements with inmates encourage their motivation to participate in productive labor. Two half-day shifts are operating in all prison work areas with opportunities for minimal compensation available only to productive working inmates.

Treatment services have been augmented and strengthened by additions to staff and procedural improvements. Medical services have come under the direction of a newly hired Physician's Assistant who provides increased inhouse services and professional direction for the nursing staff. Social workers have increased in number to three to furnish more input into the classification process and give increased direct care to inmates and monitoring of their progress. Treatment and management functions are centralized into a revitalized Classification Committee which includes a broad spectrum of prison professional staff and operates under the aegis of a classification manual that is in conformity to national standards in corrections. Three psychologists perform diagnostic, treatment and consulting work for institution, inmate and staff benefit. Substance abuse as a major treatment problem has been recognized and addressed by staff. A refurbished and reorganized library under professional direction contains up-to-date fiction, nonfiction and reference material. Recreational activities have been augmented by new equipment and programmatic enrichment. Pastoral services have been expanded to encompass a larger degree of outside community and volunteer imvolvement in the prison experience.

The Community Programs Department, through careful classification procedures, risk assessment, and attention to community sentiment, has been able to successfully furlough close to 40% of eligible inmates without significant transgressions of this trust. Educational services within the prison provide academic work up to the college level while outside the walls vocational training is available for selected inmates toward the end of their sentences. The prison's Bolduc MSU houses about 75 inmates in vocational training, prison assignments, or on work release. The Bangor Pre-Release Center houses about 25 inmates who are on institutional assignments, work or education release. Inmates are also on work release and educational programs out of county jails and halfway houses.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PRISON	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,128,401	4,113,851			13,808	742
Health Benefits	149,134	146,998			2,136	
Retirement	988,187	987,461			726	
Other Fringe Benefits	23,849	24,346			77	—574
Computer Services—Comm.	1,504	1,504				
Computer Services—State	845	845				
Other Contractual Service	896,771	829,044	5,889		4,307	57,531
Rents	14,992	14,823			84	85
Commodities	725,054	669,850	128		6,349	48,727
Grants—Subsidies—Pensions	159,831	159,831				
Buildings and Improvement	81,758	81,758				
Equipment	106,835	98,401	8,249		435	—250
Transfers to Other Funds	95		87		64	—56
TOTAL EXPENDITURES	7,277,256	7,128,712	14,353		27,986	106,205

DIVISION OF PROBATION AND PAROLE

PETER J. TILTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 237; *Citation:* 34 M.R.S.A., Sect. 1592

Average Count—All Positions: 63 *Legislative Count:* 65

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to make productive and constructive members of society out of convicted offenders and adjudicated juveniles on probation or parole. The Division is responsible for administration of probation and parole services within the State. Specific duties include pardon and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence and pre-parole investigations for the institutions, and the handling of adult and juvenile interstate compact cases for other states. The director of the Division serves both as administrator of the Uniform Interstate Compact of Juveniles and of the Uniform Act for Out-of-State Parolee Supervision. The director also appoints district probation and parole officers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967. The Division consists of field probation and parole officers and other administrative employees in classified State service, and works in close cooperation with the State Parole Board.

PROGRAM: The Division of Probation and Parole services all criminal courts in the State of Maine by making investigations and recommendations, supervising probationers, and seeking diversionary programs. The Division also supervises all persons released on parole from State penal and correctional centers, conducts investigations for the State Parole Board and the institutions, counsels, finds employment and makes appropriate referrals to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to another state are referred to another compact state for similar supervision.

Probationers and Parolees

Probationers		Parolees
Adult	Juvenile	Adult
3,000 (approx.)	800 (approx.)	100 (approx.)

Total Under Supervision: 3800*
(6/30/82)

*These figures include probationers and parolees being supervised under Interstate Compacts.

PUBLICATIONS:

Division of Probation and Parole—Policies and Procedures Manual—on location

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,250,016	1,250,016				
Health Benefits	37,568	37,568				
Retirement	187,254	187,254				
Other Fringe Benefits	3,605	3,605				
Computer Services—State	259	259				
Other Contractual Service	155,417	155,417				
Rents	45,920	45,920				
Commodities	7,378	7,378				
Grants—Subsidies—Pensions	31,327	31,327				
Equipment	5,184	5,184				
TOTAL EXPENDITURES	1,723,928	1,723,928				

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT
FRANCIS A. CAMERON, Assistant Superintendent, Rehabilitative Services
ANTHONY A. SESTO, Assistant Superintendent, Care Custody and Security

Central Office: 675 Westbrook Street, South Portland *Telephone:* 772-7434
Mail Address: 675 Westbrook Street, South Portland, Maine 04106
Established: March, 1853 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 204; *Citation:* 34 M.R.S.A., Sect. 2712
Average Count—All Positions: 223 *Legislative Count:* 231

PURPOSE: The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

ORGANIZATION: The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, the Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: During the past year, the Maine Youth Center continued to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting. Several new programs were implemented and others expanded so as to continue to provide a comprehensive coeducational institution.

Pathfinder Program. The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods, mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography, and biology.

Diagnostic Services. In accordance with the statutes of the State of Maine the Maine Youth Center continues to provide diagnostic services to adjudicated juveniles. Basically, three reports—Social Summary, Psychological Evaluations, and Psychiatric Evaluations—were submitted to the requesting court on particular clients. This includes services for female juvenile offenders as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year that this service has been offered to the courts. Hopefully, the future will find a greater array of community agencies providing such services, thereby diminishing the Center's responsibility in this area.

Volunteer Services. The volunteers at the Center provide: group counseling, one-to-one counseling, religious conference retreats, worship services, religious education, psychological testing, reading aides, supportive friendships, camping equipment, canoes, homes for clients on leave and jobs for clients in the community.

Literacy Volunteers. During the past year, 20 additional community volunteers have been trained. In addition, one Maine Youth Center client has become a Literacy Volunteer. There have been over 50 clients who have received individual reading help since the inception of this program. This help is given two or three times a week during the client's length of time here. Three tutor training workshops as well as several in-service workshops have been conducted this past year for the continued education of volunteers in the field of reading.

Foster Grandparents. This year our grandparents have increased to nine and provide psychological testing, interviewing, cottage friendships, sewing, knitting, art. fly tying and model building.

Substance Abuse. The Social Services Director and/or counselors have continued to conduct in-residence counseling training for staff and volunteer personnel. This, coupled with staff participation in professional substance abuse workshops, has helped this agency gain awareness of the high incidence of drug abuse among clientele. An Alcoholics Anonymous (A.A.) program has recently been started, further reaching out to our youth who need help. There are long-range plans being acted upon to qualify one cottage as a certified chemical abuse treatment facility. The Maine Youth Center program continues to work with established community drug and alcohol agencies in order to provide treatment for youth in aftercare.

Volunteer Recognition. The volunteers of the Maine Youth Center were recognized in the following categories: 1) The overall individual award in the field of corrections for work with groups, individuals, and programming; 2) Two individual honorable mentions for their efforts in providing individual counseling; 3) The Literacy Volunteers were awarded the group award.

The awards event focused on the very necessary place volunteers have at the Maine Youth Center. Volunteers working in groups or individually with clients on an active basis, total 78. Beyond these active volunteers, at least another 35 persons in communities are ready to assist when called upon by the Center. Further, it must be noted, that 210 groups and individuals contributed this year to the Christmas request to help the holidays at the Center be a warm and meaningful one for the clients. This list includes churches, businesses, service clubs and individuals throughout the entire State of Maine and represents a rich deposit of friendship for the Maine Youth Center and its clients.

Community Awareness and Public Relations. A total of seventy meetings were held by the Maine Youth Center at high schools, junior high schools, churches, and service clubs throughout the State of Maine. The purpose of these meetings was to help communities to receive returning Maine Youth Center clients. Maine Youth Center clients participated in many of these community awareness programs.

Work Release Program. During the past year several clients were selected to participate in the Maine Youth Center's Work Release Program. These opportunities are made available through the good will of several local businesses.

Care, Custody and Security. This department which encompasses cottage life, control units, intensive care units, the Hayden Special Treatment Unit has, during the past year, continued to experience the excitement and satisfaction of functioning within an ever improving program. The treatment teams, represented by staff from various disciplines with which each client is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual client entrusted to the Center's care. The new Security Unit is complete and is being used. We are using the converted unit as a medium security building for the females committed to the Center.

The cottage life units, under the supervision of a Unit Director, function as the hub of the Center's total program. Each unit has a regular team which works with the Unit Director who is the liaison between various disciplines. The team has become involved in the programming, counseling, and disciplining of the residents. Other staff have also been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation, and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in most programs throughout the institution. The staff through this active participation have become more involved with the total rehabilitation of the clients. The teams are constantly reviewing, and when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The common treatment approach utilized by the team in working with clients is an involvement process in which staff members exercise the concepts of Reality Therapy as they relate to presenting the client with the opportunity to choose to change to a more positive behavior. Off-grounds shopping trips, off-ground movies, work experience, weekend leaves and extended leaves which coincide with public school vacations are a few examples of privileges which are available and earned. Each client is assigned to a member of the team who is responsible for tracking the client's individual program. This tracking system continues to insure a greater degree of success for each client within his or her individualized program. Clients of both sexes have benefited from an expanded co-educational program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

The Control Unit served as a most important communications, admissions, and dispatch area for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for clients who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs. This program continues to be housed in the old Intensive Care Unit area i.e. the control-infirmary building. As soon as funds are released to the Center, we will transfer this program to the new security building.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component, and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions, and family therapy sessions. During the past year, the Hayden Unit has extended its services to a number of students on an out-patient basis. It is important to note that the Hayden Treatment Unit extended its services to the female component via an outpatient basis approach. The Hayden Unit Team also provides consulting services to the treatment team of the female cottages.

The Security Treatment Unit was a recently implemented program which deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this Unit is made for a minimum period of six weeks in which effort is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner. This program is presently housed in one-half of the new security building. The entire program was transferred from the Cottage 9 Unit into the new more secure unit in October, 1981.

The security of the institution continues to be bolstered by the use of the security station and gate.

Staff Development. The objective of training and staff development at the Maine Youth Center is to provide employees at all levels with job knowledge, skills and abilities which will enable them to perform effectively and with confidence in fulfilling their responsibilities to meet the institution's goals. The prime mode of treatment embodies the concepts of Reality Therapy and it is incumbent on every employee to understand and become deeply involved in this program to effectively apply the principles of Reality Therapy and meet the needs of the clients. Staff training in the application of the concepts of Reality Therapy involves the creation of awareness and the development of skills, through which professional and effective relationships with clients can help them become responsible for their choices of behavior and accept the natural consequences as the result of those choices.

The effort is being made to develop staff and increase their effectiveness in carrying out the complex functions and duties necessary in the operations of the Maine Youth Center to bring about positive changes in the clients committed to its care, in the belief that within its resources it can return its clients to the community with a more positive attitude about themselves and a greater sense of responsibility toward all positive elements of society.

Business Services and Plant Operations. The eight operating units comprising Business Services and Plant Operations include the business office, storeroom, food service, personnel, laundry services, tailor shop, building maintenance and grounds maintenance. As support services, these units have as their basic goal to provide the best possible service to the students and employees of the Center and to provide those services through cost effective measures which are in the best interest of the state.

Clients are utilized in the building and grounds maintenance, laundry and food services in an effort to teach them good work habits and a sense of responsibility. Some of the services provided which deal directly with the students are Canteen operations, clothing, food services training and work assignments. Involving students in these services also provides program involvement and interest by staff of support services.

Rehabilitative Services. During the past year, the Center's Psychology Department continued to expand services in carrying out is mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged dur to the ever increasing and, at times, complex psychosocial needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person. This has entailed working closely in an integrated fashion with the other departments, teams, committees and aftercare workers of the Center. Utilization of volunteer workers was perhaps the salient example of the effective restructuring and channeling of activities. For a relatively small psychological unit, the Center established a high standard in terms of quality and quantity of work accomplished.

Worship Services. Worship was offered to the students in the form of Protestant services on Saturday, led by the chaplain and volunteers. On a voluntary basis, Roman Catholic Masses were offered on Friday afternoons.

Social Services Division. The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the interdepartmental staff through a coordinated effort are developing and implementing a strong program. The intake-orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new client with the Center, its staff, and its programs. The Director of Social Services, in collaboration with the Unit Directors, continues to participate in cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception

Staffing and Clinical Services Committee meetings, and communicating with aftercare, parents, and/or interested parties involved with their clients. Their routine includes visiting clients assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Aftercare workers continued to provide community based clients of the Maine Youth Center with extended services. In addition, the aftercare workers maintained contact with families and community organizations of residential students during their stay. They provided a constant communications link between the Maine Youth Center and the communities.

The Social Services' effort to provide all parties with timely and relevant information has been hampered by rising transportation costs. To counter this problem, linkages between community resources and volunteer agencies have been further developed to provide a more community corrections approach.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

Hold for Court Evaluations. The court continues to send many students to the Center for Evaluation and Hold. To help those in the cottage dealing with this massive influx of students, the Interns and university student volunteers have been organized and a program developed that contacts all relevant community resources and prepares a social evaluation for the evaluating psychologist, the courts, Cottage VII and, upon committal, the aftercare and cottage program. The university volunteers also provide individual and group counseling and casework services to those non-committed clients.

The supervisors and the students from St. Franics, St. Joseph's, the University of Southern Maine and the graduate counseling programs, are providing much educational experience to the selected students.

The provision of medical and dental services for admitted and Hold for Court clients was determined following the physical and dental examinations. The assessment and plan for each client was determined and when applicable, consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to clients that may have been started prior to their committal were continued with respective physician until care was completed. Pineland Hospital and Training Center provided the following services for our department: X-rays, blood work, urinalysis, pregnancy testing, throat cultures and dental work (root canals) not of an emergency nature for our clients. Each assessment and plan was reviewed and updated as necessary. Individual health care for the prevention of infection and contagion, along with the establishment of good health habits, was stressed by the Medical Department. Medications and treatments were administered as prescribed by our attending physician, who visited each week for one half day. Appointments were set up by the dental hygienist who X-rayed and charted each client's dental care, stressing the importance of proper oral hygiene and instructions when applicable. Oral surgery appointments were made, with follow-up by our own dentist. Emergency root canal work was arranged through Dr. Woollett's office and, again, with follow-up here.

Education. The A.R. Gould School of the Maine Youth Center is accredited by the Department of Education and Cultural Services with the expressed function of providing a full range of educational services to residents to include traditional academic classes, remediation, vocational courses, equivalency diploma, tutoring and testing and general socialization skills. The school's basic role is to reclaim these young people, to reintegrate them into the educational scene as quickly as possible. To facilitate this reintegration and to involve as many students as possible into various programs, an all day school schedule has been adopted. In this way, we are better programmed to meet the needs of the entire population—both male and female. Title I ESEA funding continues to supplement full-time State positions to enhance educational programming and the Bureau of Vocational Education is supplying funding to the Business Education Program via disadvantaged funds. The Maine Youth Center continues to fund a half-way coordinator for a Literacy Volunteer program which is used as an adjunct to the remedial reading program. This year the Center complied with P.L. 94-142 by continuing its Pupil Evaluation Team (PET) and in-servicing all teachers in the writing of Individual Education Program (IEP). During the past year the Center utilized a Career Education program through participation as a demonstration site in a Maine Occupational Information

Coordinating Committee (MOICC) project, highlighted by use of the Guidance Information System, a computerized program.

In conjunction with the institution moving to a Reality Therapy Treatment model, the Arthur R. Gould School is implementing a Schools Without Failure educational model to include such innovations as non-graded classes, daily success lessons, classroom meetings, and a discipline procedure based on Reality Therapy.

In an effort to help teachers become even more effective in working with remedial and reluctant learners, the Maine Youth Center is involved in the third of a five-year Teacher Corps Youth Advocacy project, under the sponsorship of the University of Maine in Orono, which will provide teachers with massive in-service educational opportunities.

The Center's Department of Physical Education, Recreation, and Athletics continues to provide a built-in flexibility to the program which can better meet the needs of the clients. The broad scope of the program includes such areas as interscholastic athletics individual instruction, leisure time sports, intramurals, physical education classes and a varied program of activities such as games, dancing, and in-cottage contests. Aside from regular involvement in outdoor activities, staff have been fully trained to participate in mountain climbing and canoeing. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,528,723	3,428,363			100,360	
Health Benefits	130,954	127,109			3,845	
Retirement	615,708	600,682			15,026	
Other Fringe Benefits	13,403	13,362			41	
Computer Services—Comm.	573	573				
Computer Services—State	1,318	1,318				
Other Contractual Service	320,926	307,516	—1,585		15,005	
Rents	7,796	7,656			140	
Commodities	246,875	245,011	1,551		313	
Grants—Subsidies—Pensions	14,907	5,582			9,325	
Equipment	21,667	20,037			1,630	
Transfers to Other Funds	969		34		935	
TOTAL EXPENDITURES	4,903,829	4,757,209			146,620	

COUNTY RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A-Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 306; *Citation:* 30 M.R.S.A., Sect. 347
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following, as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as Chairman ex officio; and four members appointed by the Governor for terms of three years, one of whom must be a County Commissioner, one a Register of Deeds, one a Register of Probate, and one of whom is experienced in real estate title examinations. The headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

PROGRAM: The County Records Board acted upon requests submitted by county offices to destroy specified records having no permanent value. County officers attended ongoing workshops conducted by the Maine State Archives on document restoration, and were provided with technical assistance by other units of the Maine State Archives.

LICENSES, PERMITS, ETC.:

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Procedures for the disposition of such records have been presented by the Board in accordance with the Administrative Procedures Act. Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records.*

FINANCES, FISCAL YEAR 1982: 30 MRSA Section 348 & 349 provides that expenditures of this unit shall be born by the Maine State Archives, and are, therefore, included in its financial display.

CRIMINAL LAW ADVISORY COMMISSION

PETER G. BALLOU, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2146
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333
Established: May 1, 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 139; *Citation:* 17A M.R.S.A., Sect. 1351
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Criminal Law Advisory Commission was established for the purpose of conducting a continuing study of the criminal law of Maine. Additionally, the Commission must propose to the Legislature, at the start of each session, such changes in the criminal laws and in related provisions as the Commission may deem appropriate. The Commission may also make recommendations to the Judicial Council, the Advisory Committee on Criminal Rules and to any other organization or committee whose affairs pertain to the criminal justice system.

ORGANIZATION: The Commission is composed of 9 members to be appointed by the Attorney General. The members are qualified by reason of their experience in the prosecution or defense of criminal cases or by reason of their knowledge of the criminal law. At least two members shall be qualified by reason of their knowledge of juvenile law. Members of the Commission serve for terms of 2 years and may be reappointed. In the event of the death or resignation of any member, the vacancy for his unexpired term shall be filled by the Attorney General.

The Senate and House chairmen of the Judiciary Committee, or their designees, serve as consultants to the Commission. The Chief Justice of the Supreme Judicial Court appoints 4 consultants to the Commission, at least one of whom shall be an active member of the Superior Court and at least one of whom shall be an active member of the District Court. Whenever it deems it appropriate, the Commission shall seek the advice of experts, including representatives of the executive departments, in fields related to its duties.

PROGRAM: The Commission reviewed the legislative documents relevant to the criminal laws and made recommendations, including suggested language changes, to the appropriate legislative committees.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $11,480 in FY 82, and are, by administrative decision, included with those of the Department of Attorney General.

MAINE CRITICAL AREAS ADVISORY BOARD

PAUL UTTORMARK, CHAIRMAN
HARRY R. TYLER, JR., Program Manager

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 308; *Citation:* 5 M.R.S.A., Sect. 3313
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs, especially in deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, or scientific values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: During FY 82, the Critical Areas Advisory Board met three times: October 8, (Greenville), January 29 (Augusta) and May 21 (Augusta). Based upon the Board's recommendations, 73 areas were added to the Register, bringing the total to 424 on the Register of Critical Areas. Eleven areas were added to the list of areas that meet the guidelines of the program but were not registered because the landowners could not be contacted, or because registration would be detrimental to the conservation of the area.

The planning report on Arethusa, a rare orchid found in some Maine peatlands, was approved and accepted by the Board. The program is currently researching the topics of old-growth forests, jack pine and rare plants.

The Board made significant contributions to the program's efforts to designate State-owned lands. During FY 82, a number of significant areas in Baxter State Park and coastal seabird nesting islands managed by the Department of Inland Fisheries & Wildlife were registered.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Planning Reports:

Luminous Moss
Rhododendron
Oysters
Petrels
Alcids
Inkberry

Least Terns
Slender Blue Flag
Chestnut Oak
Piping Plovers & Least Terns
Ginseng
Small Whorled Pogonia
Ram's-head Lady's Slipper

Wading Birds
Eiders
Horsehoe Crab

Dogwood
Loug's Bitter Cress
Black Tern
Nodding Pogonia
Buffalo Berry
Spotted Wintergreen

Slender Cliff-Brake
Spicebush
Gaper Clam
Dwarf Tellina
Tourmaline
New Jersey Tea
Clammy Azalea
Prairie White Fringed Orchid

Katahdin Arctic Butterfly
Alpine Tundra Vascular Vegetation

Rose Quartz Crystals
Red Beard Sponge
Red Chenille Algae
Quahogs
Discordant Mussel
Bedrock Fossils

Cut-leaved Anemone
Northern Painted Cup
Smooth Top Shell
Small Round-leaved Orchis
Glaciomarine Deltas
Sand Beaches
Intertidal High Diversity Areas

Coastal York County Bedrock Localities
Yellow Nose Vole

Mountains
Mountain-laurel
Sassafras
Tupelo
White Oak
Eskers
Petroglyphs
Brachiopods
Common Terns, Arctic Terns and Roseate Terns
Furbish's Lousewort
The *Astarte* spp.
Brittle Stars
Waterfalls

Casco Bay Bedrock Geology
Atlantic White Cedar
Shagbard Hickory
Waterfalls
Coastal Peatlands
Priapulids
White Pine
Petroglyphs
Gorges
Old Growth White Oak
Old Growth Shagbark Hickory
Eskers

Auricled Twayblade
Scarlet Oak
Bog Elfin
White Pine
Gorges
Maine's Peatlands
Whitewater Rapids
Coastal Raised Peatlands
Brachiopods
Priapulids
Whitewater
Arethusa

Brochures:

Critical Areas Program
Least Terns
Black Terns
Nodding Pogonia
Orchids
Rhododendron
Waterfalls
Atlantic White Cedar
Alcids
Leach's Storm Petrel
Oysters
Mountain Laurel
Eider Docks
Intertidal Marine Invertebrates
Shagbark Hickory
Piping Plover
Horseshoe Crab
Sassafrass
Terns
Wading Birds
Gorges
Tupelo

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet.

FINANCES, FISCAL YEAR 1982: Expenditures amounted to $32,289 in FY 82 and are, by administrative decision, included with those of the State Planning Office.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES

MAJOR GENERAL PAUL R. DAY, COMMISSIONER

Central Office: Camp Keyes, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1980

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210; *Citation:* 37A M.R.S.A. Sect. 1

Average Count-All Positions: 131 State, 629 Federal
Legislative Count: 137 State, 629 Federal

Organizational Units:
Military Bureau
Bureau of Civil Emergency Preparedness
Bureau of Veterans Services
Maine Veterans Memorial Cemetery
Interstate Civil Defense and Disaster Compact

PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

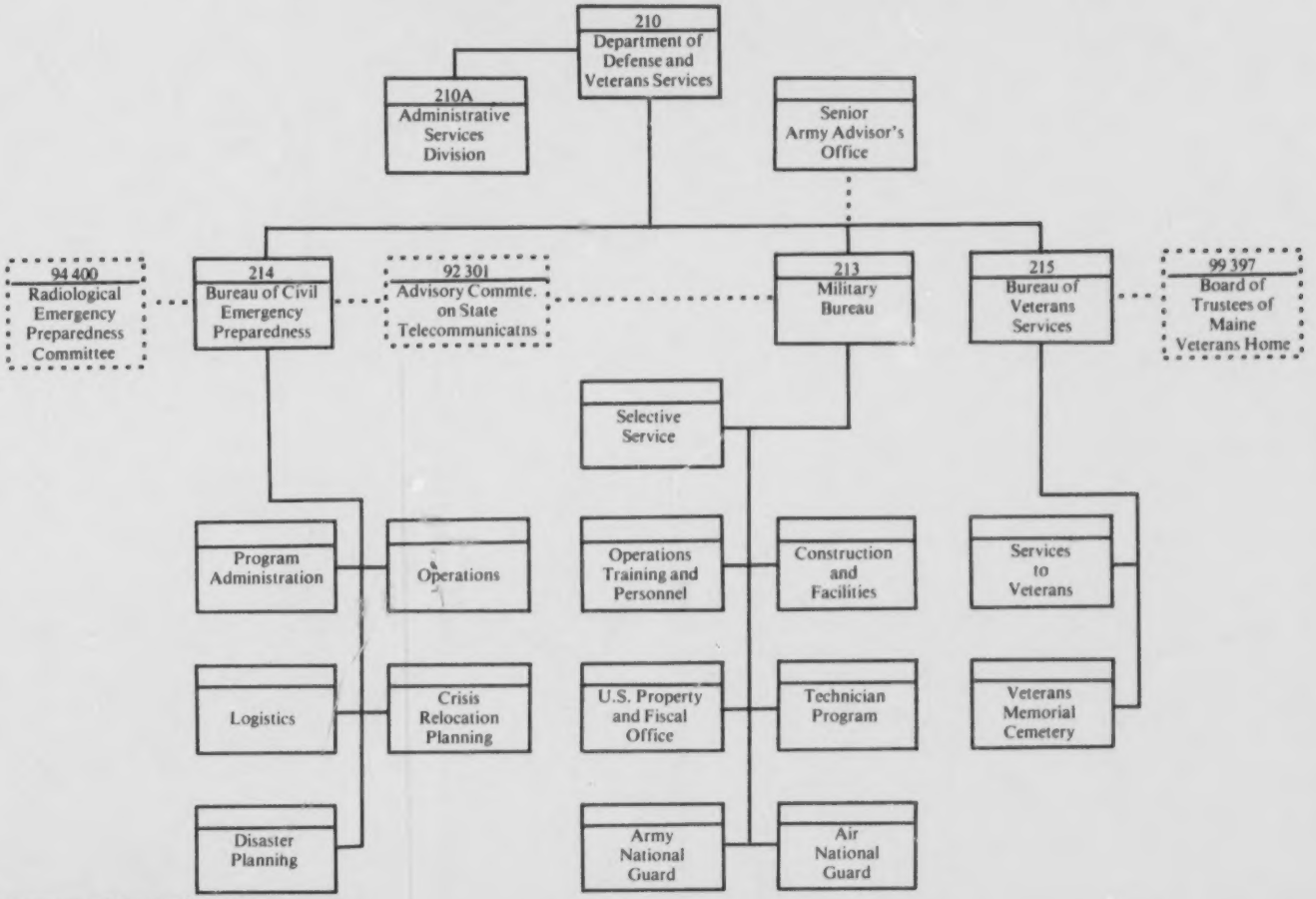
ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness and assigned the Department its present name. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services.

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	115,564	115,564				
Buildings and Improvement	149,022	149,022				
Equipment	825					825
TOTAL EXPENDITURES	265,411	264,586				825

ORGANIZATIONAL CHART
DEPARTMENT OF DEFENSE AND VETERANS SERVICES
UMB 15



Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF DEFENSE AND VETERANS SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,060,511	1,849,705			210,806	
Health Benefits	83,149	75,179			7,970	
Retirement	310,005	277,721			32,284	
Other Fringe Benefits	3,321	2,989			332	
Other Contractual Service	639,211	568,980			70,231	
Rents	13,552	12,137			1,415	
Commodities	472,230	466,564			5,666	
Grants—Subsidies—Pensions	773,647	500,203			273,444	
Buildings and Improvement	227,038	149,022			78,016	
Equipment	189,831	122,229			66,777	825
Transfers to Other Funds	58,359				58,359	
TOTAL EXPENDITURES	4,830,854	4,024,729			805,300	825

ADMINISTRATIVE SERVICES DIVISION

RAYMOND N. DUTIL, DIRECTOR

Central Office: State Office Bldg. Basement, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #104, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1980

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210A; *Citation:* 37A M.R.S.A., Sect. 1

Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department's various major programs and activities.

ORGANIZATION: The Administrative Services Division was organized from a nucleus of the old Adjutant General's Department in 1973. Personnel were drawn from the Bureaus of Veterans Services and Civil Defense (later Civil Emergency Preparedness) to round out the Division so that it could fulfill those functions described in its Purpose.

PROGRAM: During FY 82, other than the more routine activities normally carried on by this Unit, as related to its "Purpose", we have continued working on a data processing information system that will eventually generate daily, and even up-to-the minute fiscal data, which will greatly improve and increase the degree of assistance available and necessary to Program managers in their day-to-day operational decision process. The ultimate goal of such a system is to of course enhance management effectiveness through the achievement of the highest degree of Program control possible by the Managers themselves, and their subordinates. This same processing system will also allow us to convert the following manual files: Capital Equipment and Facilities, Agency Personnel, military and other Federal contract billings, veterans data base and grant programs, and Armory rental program.

PUBLICATIONS:

Departmental Affirmative Action Plan. (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	126,107	126,107				
Health Benefits	4,494	4,494				
Retirement	22,100	22,100				
Other Fringe Benefits	400	400				
Other Contractual Service	494	494				
Commodities	306	306				
TOTAL EXPENDITURES	153,901	153,901				

BUREAU OF CIVIL EMERGENCY PREPAREDNESS

RICHARD DUTREMBLE, DIRECTOR

Incoming WATS: Emergency only 800-452-8735
Central Office: State Office Bldg., Augusta *Telephone:* 622-6201
Mail Address: Statehouse Sta. #72, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1980

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 214; *Citation:* 37 M.R.S.A. Sect. 54

Average Count-All Positions: 17 *Legislative Count:* 10

Organizational Units:

Administrative Section
Communications Section
Disaster Assistance
Operations Section
Logistics Section
Interstate Civil Defense & Disaster Compact

PURPOSE: The Bureau of Civil Emergency Preparedness was established to assist and protect the civilian population against nuclear, man-made or natural disaster. It acts on behalf of the Governor to ensure that all necessary measures are taken to minimize loss of life and destruction or damage to property. The Bureau, through its organization at state, county, and local government levels, serves primarily as a coordinating agency by furnishing emergency operating centers and a multi-faceted communications system whereby all governmental agency representatives as well as volunteer agencies can collectively work to mitigate the effects of a disaster.

The Bureau also serves as the Governor's liaison with federal agencies, namely the Federal Emergency Management Agency (FEMA) which provides 50% funding for personnel, hardware and maintenance of the facilities necessary for the Civil Emergency Preparedness mechanism to function throughout the state.

FEMA combines all emergency agencies that are involved in preparation and mitigation of any type of disaster into one agency.

The Bureau is empowered to make or recind, after public hearings, reasonable rules and regulations necessary to carry out the Maine Civil Emergency Preparedness Act.

The Director of the Bureau is the State Coordinating Officer (SCO) subsequent to a major disaster declaration and also represents the State in the implementation of the Interstate Civil Defense Compact.

ORGANIZATION: The Bureau of Civil Emergency Preparedness was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. The 1972 amendment, retitled the Maine Civil Defense Act, caused the bureau to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated to the Department of Defense and Veterans Services. The Bureau is internally organized into several divisions based on functional responsibilities.

The primary responsibilities of the Bureau are to cope with emergencies resulting from nuclear warfare, natural or man-made disasters. The Bureau's ability to function effectively is dependent, to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel. Other relief organizations and state agencies are called upon as required.

The Interstate Civil Defense Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

PROGRAM: The Federal Emergency Management Agency's allocation of federal matching funds for fiscal year FY 82 for personnel and administrative services was $511,760. It covers the federal fiscal year of October 1, 1981 through September 30, 1982. The funds are distributed by the State CEP Headquarters based on Annual Submission Requests from 81 towns, 16 counties and the State Headquarters. This represents 50% of the funding and the other 50% is provided by local funding.

Maintenance and recurring costs is also funded 50% by the federal government and 50%

by the local. The amount of federal allocation for this program is $45,540. These funds are used for maintaining the communication and warning systems set up throughout the state. In addition, the following programs are funded 100% by FEMA.

Nuclear Civil Protection Planning	$116,000
Radiological Systems Maintenance	36,000
Disaster Planning	25,000
Radiological Defense Officer	28,000
Emergency Management Training	12,900

All of the above programs are under a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency and the State of Maine Civil Emergency Preparedness Bureau.

Direction and Control. Direction and control is maintained through the Bureau's Emergency Operations Center, located in the basement of the State Office Building, in Augusta. We have direct contact with the 16 counties by telephone, radio and teletype with the county headquarters acting as liaison to all the local towns. This enables the State Headquarters to furnish coordinated efforts during a time of emergency.

Disaster Assistance. Severe local damage caused by a sudden summer rainstorm that dumped over four inches of rain on the Caribou, Fort Fairfield, Washburn, and Woodland areas resulted in a Small Business Administration disaster declaration and the implementation of the U.S. Department of Agriculture's Emergency Conservation Program which aids in the restoration of damaged farmlands. Assistance in the public sector was provided by the Maine National Guard and the Federal Highway Administration.

Natural Disaster. The Federal Emergency Management agency has published final rule changes affecting the Individual and Family Grant Program (IFG) which are being incorporated in the State's IFG Administrative Plan. Significant differences from the existing regulations include new requirements for compliance with flood insurance legislation and expanded categories of Federal assistance for eligible IFG applicants.

Meetings were held with county and local organizations to update them on changes in Federal policies and regulations concerning SBA eligibility criteria, temporary housing procedures, and IFG administration.

A series of Flood Awareness Seminars were conducted in February and March 1982, to discuss the high potential for spring floods and review preparedness and response systems for combatting the effects of disastrous floods.

Nuclear Civil Protection. Survival of our citizens is the goal of Nuclear Civil Protection (NCP) planning. This federal program is geared towards providing elected leaders with two basic protective options: (1) In-Place Shelter—protecting the public essentially in-place, and (2) Crisis Relocation—the orderly relocation of people from areas of potentially high risk to low risk "host" areas.

Under a federal contract MECEP has three (3) planners working on the Nuclear Civil Protection Program aided by county and local CEP personnel. FEMA has identified seven (7) areas in Maine that may be potential targets for an aggressor in the event of a nuclear attack. These potential target areas have been classified into three (3) categories:

Category I	Location of strategic offensive military forces.
Category II	Location of high value military installations.
Category III	Location of urban/industrial complexes

In-Place Shelter Planning. There is a requirement to update existing shelter capabilities and to develop new shelter operations plans; these plans include Emergency Public Information which provides information for the public to know "where to go" and "what to do". Whenever the local shelter posture changes, local plans must reflect the change. Planning for this option is based on warning of a nuclear attack and is designed to cover any of the three (3) categories of threat: direct weapons effects in risk areas — blast, heat, direct radiation; diminished weapons effects in fringe areas — fire, light blast, radioactive fallout. Action(s) occurring in the area(s) are based on recommendations made as a result of a nuclear attack analysis. Emphasis is based on best available shelter at or near ones location subsequent to receiving a warning. During fiscal year 1982 MECEP will continue developing In-Place Shelter plans for Cumberland, Sagadahoc, Knox, Lincoln, Penobscot, Piscataquis, Hancock and York counties.

Crisis Relocation Planning. Crisis Relocation Planning (CRP) is a national effort to develop a contingency plan to relocate people from potential target areas during an increased readiness period that may terminate in a nuclear attack. MECEP has completed initial plann-

ing for the Cutler Risk-Host Area in Washington County, the Brunswick-Bath Risk-Host Area in Cumberland, Sagadahoc, Lincoln and Knox counties and the Limestone Risk-Host area of Aroostook County. These three Crisis Relocation contingency plans have been tested by simulated exercises with local government officials participating. During FY 83 MECEP will continue to maintain these plans while completing Crisis Relocation plans for the Kittery Risk-Host Area of York County and the Bangor Risk-Host Area of Penobscot, Piscataquis and Hancock counties.

Emergency Public Information. Under the Nuclear Civil Protection effort, the development of Emergency Public Information is under development. MECEP has provided camera-ready newspaper material with Maine daily and weekly newspapers. The Bureau is developing separate detailed camera ready "In-Place Shelter Instructions" on a Risk-Host Area basis that will be provided to key newspapers. FEMA, with the Bureau's assistance, has developed a synopsis of both the "In-Place and Evacuation Instructions" which may be subsequently printed in telephone directories. The first within Maine appeared in the December 1981 Aroostook County telephone directory which was applicable to the Limestone Risk-Host Area. During FY 83 it is MECEPS intentions to develop and plan additional synopsis of recently completed In-Place and Crisis Relocation Instructions in telephone directories covering the Cutler, Brunswick, Kittery and Bangor Risk Areas.

Emergency Communications networks link the State Emergency Operations Center (EOC) with numerous public and private organizations. The CD radio system provides two direction and control channels between the State EOC and each of the sixteen county EOCs, the Maine Yankee Emergency Operating Facility in Wiscasset, the Portsmouth Naval Shipyard at Kittery and the National Weather Service forecast office in Portland. Area coverage for the State EOC is accomplished through the use of three transmitters remotely controlled by means of a micro-wave radio relay system. The system also includes approximately one hundred mobile and portable radios for field communications.

The radio network is supplemented by a teletypewriter system that provides a printed copy capability at the State and County EOCs. This year the system has been expanded to include a terminal at the National Weather Service forecast office, Portland. Communications may be accomplished at the State EOC with most State of Maine agencies by use of installed radio-base stations or remote control consoles. National communications are accomplished with high frequency (short-wave) radio, radio teletype and land-line teletypewriter networks.

The Maine Emergency Broadcast System (EBS), consisting of almost every radio and television broadcast station within the State, may be utilized in connection with day-to-day emergency situations that may pose a threat to the safety of life and property.

A revised EBS Operations Plan is presently under development.

The communications section provides for the maintenance, installation and development of various communications systems, reviews Emergency Communications Development Plans (ECDP) for the State, County and local levels and provides training and technical advice to CEP communications personnel throughout the state.

National Warning System (NAWAS). NAWAS is a Federal Emergency Management Agency (FEMA) dedicated nationwide party line telephone warning system operated on a 24 hour basis. It is utilized to provide a means of warning federal, military and civilian authorities, state and local officials, and the civilian population of an impending enemy or actual attack upon the United States. NAWAS is also used for emergencies related to peacetime nuclear incidents, railroad disasters, downed aircraft or impending natural disasters. Typical data disseminated this year was: severe thunderstorms, blizzard and special winter storm information/warnings. Additionally, the Bureau conducted semi-annual inspection, bi-weekly tests and monthly (checkerboard) exercises to ensure continued reliability of the system and to train operational personnel in system capabilities. The additional NAWAS terminals were installed, one each at Caribou and Kittery Police Departments. The total number of terminals within the state is now 43.

Plans. Within the CEP community, state, county and local governments are required by Maine statute to develop and maintain a current Emergency Operations Plan (EOP) in the event a rapid response is required re natural, manmade or nuclear disaster. All of these plans, prior to approval, must be reviewed by the MECEP Plans and Training section to ensure that current federal planning criteria is addressed and that all known hazards have been noted. EOPs must be reviewed every four (4) years. Currently the Plans and Training section has over three hundred and sixty-four (364) EOPs on file.

During this reporting period, a significant amount of time has been devoted to modifying the State of Maine Radiological Incident Plan and the Contingency Plan for Point Lepreau, New Brunswick, Canada. During the summer and fall of 1982, it is planned to conduct training exercises for both Maine Yankee and Point Lepreau.

Training. The primary purpose of the Plans and Training section is to educate and train county/local government(s) in contingency planning and response in the event of known disasters. During this reporting period numerous training functions in the form of seminars, public officials conferences, flood seminars, federal training activities and correspondence courses were completed by this section.

This section also administers the distribution of films from the Bureau's film library to schools, private organizations, and volunteer agencies.

State of Maine Radiological Planning—Peacetime. Radiological Incident planning continued during FY 82 with the Maine Yankee Nuclear Plant as the prime project. With the written plan now completed a review was accomplished by the Federal Radiological Assistance Committee (RAC) and a series of public meetings held in Lincoln and Sagadahoc counties to instruct citizens and officials of this plans components/functions. On September 26, 1981 a full scale exercise was conducted to test the combined state, local and county plans. Fifty-four (54) federal observers were in attendance as "observers" of this exercise which included land, sea, and air forces involved approximately 500 individuals.

Point Lepreau. Planning for radiation incidents, associated with the Canadian Point Lepreau Nuclear Facility, culminated in a draft plan, dated June 1982. This draft plan will be presented/discussed with Washington County residents at a public meeting in July 1982. There has been excellent rapport and cooperation with our "opposite numbers" Emergency Measures Organization, New Brunswick, Canada during the development of this "cross border" effort.

Radiological Defense—Wartime. Radiological defense is an ongoing program of radiological education and equipment deployment and use. The program's goal is to educate citizens, volunteers (police, fire, rescue and CD) in the basic factors of nuclear radiation, radiation detection and radiation safety techniques. Annually, state, county, and local CEP personnel train approximately 400 citizens in those special techniques. A major and integral part of the radiological program is the Radiological Maintenance and Calibration Facility which repairs, calibrates and deploys radiological kits throughout Maine. This facility is 100% federally funded.

During this past year the position of a 100% federally funded Radiological Defense Officer was established for the purpose of supporting Nuclear Civil Protection planning, involving, in the process, the upgrading of Radiological Defense planning and systems implementation, testing, and evaluation. A Radiological Defense education program for interested junior and senior high school students was initiated. This involved both laboratory demonstration, as well as lectures which included varying aspects of radiation phenomenon. Thirteen schools and approximately 1300 students attended these lectures in the period March through May 1982. Extensive and continuous support work was conducted in the radiation protection activities held around the Maine Yankee Atomic Power Plan, including the distribution of dosimetry kits.

Public Information. Public Information activities within this Bureau is accomplished on a collateral duty basis.

However, the Bureau does issue a Quarterly Newsletter and approximately 50 Public Service Announcements each fiscal year. These PSA's usually are in the form of public safety techniques associated with natural and manmade disasters.

PUBLICATIONS:

When You Return to a Storm Damaged Home
Winter Storms
What to Do in a Disaster
STANDBY—A Guide on How to be Ready for Emergencies
Q&A—National Flood Insurance Program
Protection in the Nuclear Age
In Time of Emergency
Introduction to Civil Preparedness
Home Blast Shelter Designs
Home Fallout Shelter Designs

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CIVIL EMERGENCY PREPAREDNESS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	303,466	92,660			210,806	
Health Benefits	11,298	3,328			7,970	
Retirement	47,114	14,830			32,284	
Other Fringe Benefits	561	229			332	
Rents	3,037	1,622			1,415	
Commodities	7,204	1,538			5,666	
Grants—Subsidies—Pensions	279,444	6,000			273,444	
Equipment	10,793				10,793	
Transfers to Other Funds	58,359				58,359	
Other Contractual Service	101,170	30,939			70,231	
TOTAL EXPENDITURES	822,446	151,146			671,300	

MILITARY BUREAU

BRIGADIER GENERAL CHARLES S. REED, JR., DIRECTOR

Central Office: Camp Keyes, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1980
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 213; *Citation:* 37A M.R.S.A., Sect. 1
Average Count-All Positions: 86 State, 622 Federal *Legislative Count:* 92 State, 620 Federal
Organizational Units:
Maine Army National Guard Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-A, Chapter 15), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law was revised by the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, to direct the appointment of the Deputy Adjutant General as Director of the Bureau , thus freeing the Adjutant General to function solely as Commissioner to the Department.

The current organizational structure of the Maine Army and Air National Guard administered by the Bureau is as follows:

The Maine Army National Guard consists of State Headquarters, one engineer group headquarters, two engineer battalions — one combat and one combat heavy, an artillery bat-

talion, a supply and service battalion, and a command and control headquarters. The latter two units administer the band, an ambulance company, a transportation truck unit, a heavy equipment maintenance company, a medical company, air ambulance, equipped with helicopters, and a public information detachment.

The Maine Air National Guard consists of State Headquarters, an Air Refueling Wing Headquarters, an Air Refueling Group Headquarters, an Air Refueling Squadron, a Combat Support Group, a Consolidated Aircraft Maintenance Squadron, A Civil Engineering Flight, a USAF Clinic, a Mobility Flight, a Communications Flight/Support, an Electronic Installation Squadron, and a Combat Communications Squadron.

PROGRAM: During FY 82 the Maine National Guard maintained its strength at 109 percent of authorized. It was second only to North Dakota among the states in strength maintenance. The Army Guard was at 112 percent and the Air Guard at 104 percent.

There were no major call ups of National Guard units to state emergency duty during the Fiscal Year. One minor call up occurred in Aroostook County for repair of damage caused by a flash flood in August of 1981. All units satisfactorily completed training evaluations, Operational Readiness Inspections, and Inspector General Inspections.

The 101st Air Refueling Wing won the Spatz Award as the top flying wing in the nation. The 262nd Engineer Batallion won the Reckord Trophy as the top batallion in the Northeast and Company B of that Batallion won the Itschner Award as the top National Guard Engineer Company in the world.

Federal funding continued at a high level (over $25 million dollars) and represented over 93 percent of the Bureau's budget.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,203,589	1,203,589				
Health Benefits	52,031	52,031				
Retirement	176,596	176,596				
Other Fringe Benefits	1,833	1,833				
Other Contractual Service	357,640	357,640				
Commodities	451,780	451,780				
Grants—Subsidies—Pensions	83,235	83,235				
Equipment	22,512	22,512				
TOTAL EXPENDITURES	2,349,216	2,349,216				

BUREAU OF VETERAN'S SERVICES

EMILIEN A. LEVESQUE, DIRECTOR

Central Office: Camp Keyes, Augusta *Telephone:* 289-3441
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1947 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 215; *Citation:* 37A M.S.R.A. Sect 11

Average Count—All Positions: 26 *Legislative Count:* 26

Organizational Units:
Field Offices (7) Maine Veterans Memorial Cemetery

PURPOSE: The Bureau of Veteran's Services was established to provide services to Maine war veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid, financial aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of field offices, assists veterans and their dependents in claiming and obtaining the various State and federal benefits to which they are entitled in connection with service in the armed forces of the United States. The Bureau also administers a program of emergency financial aid to needy dependents of incapacitated or deceased veterans; awards educational benefits to children or spouses of persons who died or became totally disabled because of service in the armed forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps records of service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans and members of their immediate family.

ORGANIZATION: The Bureau of Veteran's Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a central office and seven field offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

The Maine Veterans Small Business Loan Authority Board, established in 1973, is associated with the Bureau primarily through the Director of Veterans Services, who serves as a member of the Board and appoints its manager with approval of the Board.

By virtue of his position as Director of the Bureau of Veterans Services, he serves as ex-officio member on the Maine Veterans Nursing Home, Board of Trustees. Presently elected as Secretary of the Board.

PROGRAM: Veterans services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 786 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's seven field offices and channeled to the Bureau claims office at the Veterans Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of action by the V.A., or appeals on disputed cases were filed. The Bureau as a whole had 72,480 contacts by veterans or dependents on veterans affairs. $3,409,848 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 483 grants of emergency financial aid (World War Assistance) were made to families of Maine veterans who had either died or become totally incapacitated from performing any type of employment. The 483 families consisted of 1,059 dependents.

Veterans Dependents Educational Benefits. Under this program up to $300 per year towards the costs of higher education and free tuition in State-supported institutions of higher education may be awarded to children, wives or widows of veterans who become totally disabled or died as a result of service in the armed forces of the United States. 322 persons were assisted during the year, however new applicants who are awarded benefits after 6/30/80 receive either full tuition in any state supported institution or up to $300.00 per year if attending a school of collegiate grade.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 134 veterans as eligible for guaranty of loans by the Maine Veterans Small Business Loan Authority Board. The Board actually guarantees approved business loans up to 80% on amounts up to $30,000 plus $30,000 from Maine Small Business Loan Authority.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the armed forces of the United States. Approximately 350,000 such records are now in the files of the Bureau.

Maine Veterans Memorial Cemetery. During the year 297 burials were made, of which 231 persons were veterans, 60 were wives (or widows) and 6 were dependent children; and 138 reservations for burial were made by surviving veterans or spouses. At the end of the year, 3,282 persons were buried in the Cemetery, and there were 1,903 reservations for future burial on file.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Veteran Small Business Loan Guaranty Benefits.

The Bureau issues a Certificate of eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veterans Small Business Loan Authority.

PUBLICATIONS: (All free)

Maine Veterans Laws, 1979 Edition.
Informational Pamphlet on World War Assistance.
Maine Veterans Memorial Cemetery (Brochure).

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VETERAN'S SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	427,349	427,349				
Health Benefits	15,326	15,326				
Retirement	64,195	64,195				
Other Fringe Benefits	527	527				
Other Contractual Service	64,343	64,343				
Rents	10,515	10,515				
Commodities	12,940	12,940				
Grants—Subsidies—Pensions	410,968	410,968				
Buildings and Improvement	78,016				78,016	
Equipment	155,701	99,717			55,984	
TOTAL EXPENDITURES	1,239,880	1,105,880			134,000	

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

RODNEY L. SCRIBNER, COMMISSIONER, DEPARTMENT OF FINANCE AND ADMINISTRATION

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Sta. #78, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 311; *Citation:* 5 M.R.S.A., Sect. 884

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Administration of the deferred compensation program within State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance and Administration. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

ORGANIZATION: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance and Administration as Chairman, the Insurance Superintendent and the Superintendent of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance and Administration conducted open enrollment on a monthly basis.

PUBLICATIONS: *Maine State Deferred Compensation Plan* (controlled distribution to new State employees).

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

MAINE DEVELOPMENT FOUNDATION

RUSSELL W. BRACE, CHAIRMAN
NATHANIEL H. BOWDITCH, President

Central Office: One Memorial Circle, Augusta *Telephone:* 622-6345
Mail Address: One Memorial Circle, Augusta, Maine 04333
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399; *Citation:* 10 M.R.S.A. Sect 916
Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: As specified in its enabling legislation, the purpose of the Maine Development Foundation is: "to foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activites of the private sector, community and regional agencies and State government."

The Maine Development Foundation is a private, not-for-profit state-wide development corporation, supported financially by both private and public sources of funds, and operated under the direction of a Board of Directors drawing upon the leadership of the business, government, and education sectors. It was formed and is operated on the premise that an effective, goal-oriented partnership between private and public forces is an essential ingredient in successful economic development. In the pursuit of its mission, the Foundation stresses:

CONCENTRATED ACTION—As a development corporation, the Foundation allocates most of its energies and resources to a few activities and concentrates on results, "making things happen."

BROAD PERSPECTIVE—While focusing its resources, the Foundation operates with a state-wide perspective and sense of responsibility for advocating policies and actions generally supportive of business and economic development.

PARTNERSHIP—The Foundation mobilizes private and public resources and seeks to accomplish its objectives through a helping relationship with private interests, communities, and State, regional, and local development organizations.

CONTINUITY—The Foundation seeks to bring continuity to the conomic development effort in Maine.

The Foundation commits its resources to activities where two criteria are met:

1. The objective(s) can be reached; economic development and business growth can happen or the environment for such growth will be enhanced.

2. The Maine Development Foundation can make a contribution not readily available from some other source.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the Foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the corporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation have encouraged the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b)

appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are $50/year for public corporators and $250/year for private corporators. Therefore, any individual or organization in Maine interested in economic development can help share the activities of the Foundation.

PROGRAM: The Foundation's Board of Directors is guided by the philosophy that beyond encouraging a partnership approach, the Maine Development Foundation seeks to bring continuity to the economic development effort in Maine, by virtue of its independence, corporate character, and close ties with the private sector, adopted the following goals and objectives for 1981:

Goals. To focus on results and making things happen; to enhance the growing partnership between the private and public sectors, and among state, regional and local development organizations, which is essential to success in the field of economic development; and to strengthen the Foundation as a major development institution in Maine by building a professional staff and a more permanent diversified financial base.

Objectives. There are four major objective areas.

Industrial Development: Undertake focused activities to attract expanding quality companies to include a Maine location in their expansion plans and to enhance the expansion potential of existing Maine companies.

Development Projects: Identify key development opportunities in Maine and get actively involved in a supportive way when the Foundation's involvement will facilitate the advancement of those opportunities.

Environment for Economic Development: With extensive input from corporators and other parties, compile factual information and analyze objectively issues which affect the prospect of sound economic development in Maine either positively or negatively; work toward enhancing our strengths and reducing the obstacles.

Development Services: Provide specific economic development services to individual entrepreneurs, business, and municipalities concentrating on situations where the Foundation's character and/or experience is of special significance.

Catalyze the establishment of an integrated export development effort drawing on the capabilities and interests of a wide cross-section of Maine companies.

PUBLICATIONS:

Annual Report, The Maine Development Foundation—Free
Brochure—Synopsis of the Maine Development Foundation—Free
Newsletters—Put out by the Foundation to its corporators periodically—Free

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	112,937	112,937				
TOTAL EXPENDITURES	112,937	112,937				

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

JOSEPHINE S. EMANUELSON, CHAIRPERSON
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Room 411, State Office Bldg., Augusta *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: October 1, 1971 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 050; *Citation:* 34 M.R.S.A., Sect. 13

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State Planning and Advisory Council on Developmental Disabilities is to serve as an advocate for persons with developmental disabilities. In implementing this purpose the Council supervises the development of, and approves the State plan; monitors and evaluates the implementation of this State plan; reviews and comments on all State plans in the State which relate to programs affecting persons with developmental disabilities; and submits to the Secretary, Department of Health and Human Services, through the Governor, such periodic reports on its activities as the Secretary may reasonably request. The Council is part of the vehicle through which Maine receives assistance and meets the eligibility requirements for the Act entitled "Developmental Disabilities Facilities and Services Construction Act of 1970" enacted on October 30, 1970 by the United States Congress, amended by the Developmental Disabilities Assistance and Bill of Rights Act of 1975, enacted by Congress on October 4, 1975, and amended by the Rehabilitation, Comprenensive Services and Developmental Disabilities Act of 1978, enacted by Congress on November 6, 1978.

ORGANIZATION: The Council has a chairperson appointed by the Governor, a Vice-chairperson elected by the Council and the Executive Committee. The Council also has committees which are designed to accomplish specific tasks. Additionally, the Council has a regional committee structure which includes consumer, private agency, and State agency representatives in each of the 6 regions utilized by the Bureau of Mental Retardation.

PROGRAM: The State Planning and Advisory Council on Developmental Disabilities develops a three year plan for meeting the service needs for developmentally disabled persons. The Plan is updated and amended annually to reflect current service and administrative priorities. The Direct Services grant system is another major aspect of the program. The grants are selected by the Council's Planning Process and are administered by the Department of Mental Health and Mental Retardation.

PUBLICATIONS:

1976-82 State Plans
Developmental Disabilities Formula Funds Program Evaluation
A Primer on Special Education for Parents
A Free, Appropriate Public Education for Handicapped Children
D.D. Dispatch (newsletter)
Housing and Service Needs of the Developmentally Disabled.
Guidebook for the Development of Housing for the Disabled
Adult Education for the Handicapped
The Community Integration Manual
Insights—A Handbook for Parents of Children with Disabilities

FINANCES, FISCAL YEAR 1982: 34 MRSA Sect 13 paragraph 2 provides that expenditures of this unit, which amounted to $250,000 in FY 82, shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display. The expenditure figure includes payments on grants awarded during the previous fiscal year.

EASTERN STATES EXPOSITION ADVISORY BOARD

AUSTIN H. WILKENS, CHAIRMAN

Central Office: 3 Blain Avenue, Augusta *Telephone:* 623-8127
Mail Address: 3 Blain Avenue, Augusta, Maine 04330
Established: June 15, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 430; *Citation:* 7 M.R.S.A., Sect 403
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: The Eastern States Expo Advisory Board was created to assist and advise the Commissioner of Agriculture in the fulfillment of the department's responsibilities for the operation and maintenance of the State of Maine Building on the grounds of the Eastern States Exposition, West Springfield, Massachusetts.

FINANCES, FISCAL YEAR 1982: The unit is not authorized to receive or expend funds.

EDUCATIONAL LEAVE ADVISORY BOARD

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 284; *Citation:* 5 M.R.S.A., Sect. 723
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Educational Leave Advisory Board was established to review and authorize requests from classified and unclassified State employees for educational leave of more than one week; to establish procedures for applying, processing and granting of such educational leave; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATION: The Educational Leave Advisory Board consists of three members; the Commissioner of Personnel as Chairman, the Commissioner (or a designee) of the Department of Educational and Cultural Services, and one State employee appointed by the Governor for a term of three years. Members of the board receive no compensation for their services.

PROGRAM: During FY 1982 the Advisory Board processed thirteen requests for educational leave. Twelve leave requests were authorized and one was disapproved. Seven recipients were granted leave at full salary, one was granted leave at half salary and four were granted leave without salary. None of the recipients were authorized state-paid tuition or course expenses, but two received a federal stipend for these expenses. Six leaves were for full-time attendance lasting from three to twelve weeks; four were for full-time attendance for an academic year; and two were for part-time attendance, one for fifteen weeks and one for one-half year. A wide variety of degree disciplines were represented, including environmental science, geology, mental health, mental retardation and corrections.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)

THOMAS O. WILLIAMS, CHAIRMAN

Central Office: Education Bldg.; *Floor:* 2 *Telephone:* 289-2183
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 94; *Unit:* 095; *Citation:* 20 M.R.S.A., Sect. 71

PURPOSE: The purpose of the Post-Secondary Education Commission of Maine, as established in the legislation, is to conduct comprehensive planning for post-secondary education in Maine, including planning in cooperation with the New England Board of Higher Education and other New England states; to assure the development, maintenance and accessibility of diversified post-secondary educational opportunities of high quality for Maine citizens; and to seek efficient use of limited resources through promotion of voluntary coordination and cooperation among institutions and educational sectors and through encouragement of efforts to avoid unnecessary duplication of institutions, programs and facilities. Such comprehensive planning shall take into consideration the educational, cultural, social and economic contributions to Maine of all of the post-secondary educational institutions in the State. It is the intent of the Legislature that such comprehensive planning shall lead to a cohesive system of post-secondary education involving all of the public, private non-profit and proprietary post-secondary educational institutions in the State.

ORGANIZATION: PECOM is comprised of 16 members drawn from the following groups:

Two members of PECOM shall be from the University of Maine, Board of Trustees. There is one position for a member of the State Board of Education, one position for a member of the Maine Delegation of the New England Board of Higher Education, one position for a member of the Board of Trustees of the Maine Maritime Academy. The Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services shall serve as ex officio members of PECOM. Three positions on PECOM are assigned to representatives of private nonprofit institutions of post-secondary education in Maine. Such representatives are appointed by a subcommittee of the Higher Education Council of Maine composed of private college members. This subcommittee is limited in its choice of representatives to members of the Higher Education Council of Maine, but also can consider administrative officers and members of the governing boards of any private nonprofit institution of post-secondary education. The terms of members are 4 years.

One position on PECOM shall be assigned to a representative of proprietary institutions of post-secondary education in Maine. This representative shall be a chief executive officer or member of the governing board of a federally recognized proprietary institution, as defined in section 1201 of the Higher Education Act of 1965, of post-secondary education and shall be appointed by the Governor for a 4-year term. There shall be no limitation on the number of terms a person may serve.

Four positions on PECOM are assigned to members of the general public in Maine. Such members shall not, at the time of appointment to or during any time of membership on PECOM, be employees of, or members of the governing body of, a public, private non-profit or proprietary institution of post-secondary education in Maine. Representatives of the general public in Maine shall be appointed to PECOM by the Governor for 4-year terms. The chairperson of PECOM shall be appointed by the members of the commission from among the 4 public members. Appointment of the chairperson shall be in accordance with procedures adopted by PECOM. The term of the chairperson shall be coterminous with that member's term on the commission. There shall be no limitation on the number of terms as chairperson an individual may serve, provided that such a person continues to be a member in good standing of PECOM.

All members of PECOM serve without pay, but are reimbursed for travel and other expenses incurred in the performance of their official duties. Furthermore, all members serve until their successors have been duly appointed and qualified. PECOM meets quarterly. However, meetings shall be held upon call of the chairman on 5 days written notice to the members.

Standing committees of the Post-secondary Education Commission are; Student Financial Assistance Committee, Inter-change Committee, Information and Systems Committee, Licensing, Certification and Consumer Protection Committee, Careers Committee, and Goals and Long Range Planning Committee.

PROGRAM: During the past year, the Membership of the Post Secondary Education Commission of Maine (PECOM) voted in the majority to request proposals for studying the status of post secondary education in Maine and parallel it with the Maine Economy. The bid submitted by Mavrinac/Marsh Consultants was accepted.

The Study, "Planning for the 80's: Post-Secondary Education and the Maine Economy" was organized during the summer of 1981 and carried out during the fall and winter months of 1981-82. Final reports included an *Executive Summary* and the full and final Report both dated March, 1982.

Mr. Thomas O. Williams, Chairman of PECOM, presented final copies of the Study to the Governor's Office for review. He also presented the results of the Study to the Higher Education Council where it is now being considered by the Executive Committee of the Organization. Copies of both the *Executive Summary* and the *Full Report* are available through the Division of Higher Education Services in the Department of Educational and Cultural Services.

No funds were sought for the continuation of PECOM during the past Session of the Maine Legislature. However, copies of the aforementioned Study are attached as evidence of activities conducted by PECOM during the past year.

PUBLICATIONS:

Post-Secondary Education Commission of Maine—Planning Proposal for Fiscal Year 1974, 1975, 1976, 1977, 1978, 1979, 1980—Free

Post-Secondary Educational Opportunities in Maine—1981-82—Free

State of Maine Student Financial Aid Guide to Post-Secondary Education—1981-82—Free

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,994	1,994				
TOTAL EXPENDITURES	1,994	1,994				

EDUCATION COMMISSION OF THE STATES

WILLIAM MILLIKEN, GOVERNOR OF MICHIGAN, CHAIRMAN
State of Maine Contact: HAROLD RAYNOLDS, JR., Commissioner, Educational and Cultural Services
ROBERT ANDRINGRA, Executive Director

Telephone: 303-861-4917

Central Office: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203
Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203
or Statehouse Sta. #23, Augusta, Maine 04333

Established: 1966 *Sunset Review:* Not Established

Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 317; *Citation:* 20 M.R.S.A., Sect. 2903

Average Count—All Positions: 170 *Legislative Count:* 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by inter-state compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-five states, Puerto Rico and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

ORGANIZATION: The legislation of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states, and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 170 persons.

PROGRAM: ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention. The largest project is the National Assessment of Educational Progress.

PUBLICATIONS:

A Legislator's Guide to Collective Bargaining in Education.
A Legislator's Guide to the Year-Round School.
School Finance Reform: The Whys and Wherefores.
School Finance Reform: The Wherewithals.
The State-Level Property Tax: Implementation and Administration.
Newsletters: Legislative Review and ECS Bulletin.
Bimonthly magazine: Compact ($6/year).
Equal Rights for Women in Education: A Resource Handbook for Policy Makers ($2.50).
For information write: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $21,450 in FY 82 and are, by administrative decision, included with those of the Maine Education Council.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

HAROLD RAYNOLDS, JR., COMMISSIONER
RICHARD W. REDMOND, Deputy Commissioner

Central Office: Education Building, Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: April 2, 1931 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071; *Citation:* 20 M.R.S.A., Sect. 1

Average Count—All Positions: 895 *Legislative Count:* 940

Organizational Units:

State Board of Education
State Museum (Bureau)
Maine State Commission on Arts and Humanities
Maine Historic Preservation Commission
Governor Baxter State School for the Deaf
Bureau of Vocational Education
Bureau of School Management
Bureau of Instruction
Maine State Library (Bureau)
Maine Education Council

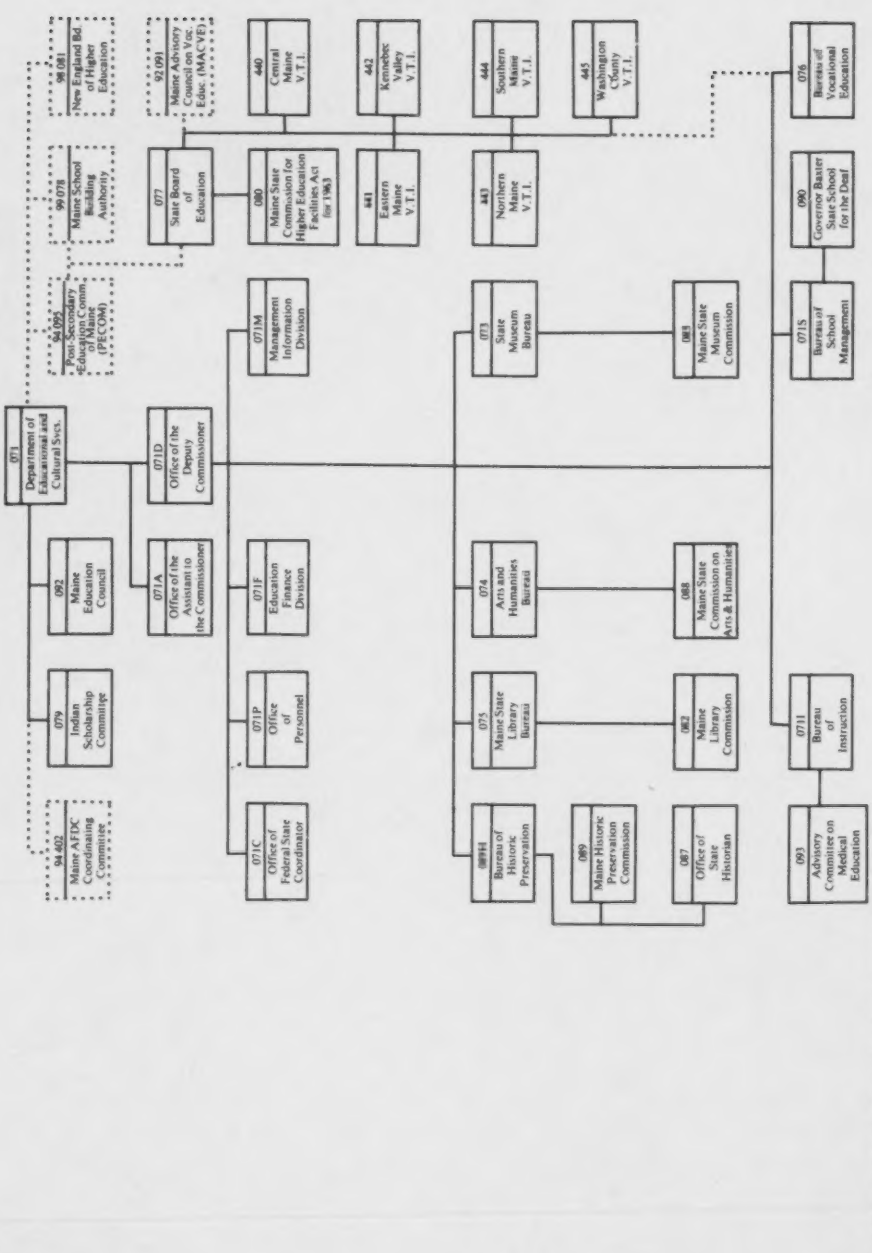
PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor in the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Health, Education and Welfare in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement

ORGANIZATIONAL CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES
UMB 05



Approved by Bureau of the Budget

ORGANIZATIONAL CHART FOR FY 82
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	16,841,700	11,988,878	1,009,329		3,843,492	
Health Benefits	493,184	362,184	21,830		109,170	
Retirement	2,520,380	1,837,228	150,791		532,361	
Other Fringe Benefits	13,742	10,988	341		2,413	
Computer Services—State	192,288	72,239			120,049	
Other Contractual Service	7,014,700	4,255,798	791,810		1,650,833	316,259
Rents	217,392	120,958	46,019		50,415	
Commodities	3,198,611	2,225,899	768,059		204,220	433
Grants—Subsidies—Pensions	247,743,966	209,469,468	158,260		36,067,860	2,048,378
Buildings and Improvement	2,272,669	212,086			6,122	2,054,461
Equipment	915,017	393,843	132,804		347,154	41,216
Interest—Debt Retirement	868,545					868,545
Transfers to Other Funds	48,196,627	47,484,475	36,545		675,607	
TOTAL EXPENDITURES	330,488,821	278,434,045	3,115,788		43,609,696	5,329,292

System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum (Bureau), Maine State Commission on Arts and Humanities, Maine State Library (Bureau) and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as he deems necessary to carry out the functions of the Department.

As of January 1, 1977, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

PROGRAM: The Program of the Department is implemented through its component units.

LICENSES, PERMITS, ETC.:

Div. of Certification and Placement
- Certification:
  - Teachers
  - School Nurse
  - Driver Education
  - School Librarian
  - School Principal
  - School Superintendent
  - Counselor
  - Vocational Instructor
  - Substitute Teachers
  - Director of Services for Exceptional Children

Special Teacher of Reading
School Psychologist
Authorization
Auxiliary Personnel

PUBLICATIONS:

State Board of Education, *Teacher Education Policy Statement,* May 20, 1976

State Board of Education, *Maine Standards for Educational Personnel Preparation Programs,* July 8, 1976

Department of Educational and Cultural Services, *Professional Development Activities as Routes to Recertification,* March 11, 1976

Department of Educational and Cultural Services, *Request for Local In-Service Program Approval,* (application form and format for approval of in-service programming for recertification purposes)

State of Maine Laws Relating to Public Schools
Maine Insight
Maine Issues

Directory of Services, Division of Special Education, *Resources and Special Education Law, Regulations and Guidelines*

Department of Educational & Cultural Services, Bureau of Instruction:
Student Financial Aid Guide to Post-Secondary Education—1978
Maine Issues
The Maine Indian Land Claims Case: Pro and Con
Manual for School Nurses
Metric Sequence—K-6
Resource Guide in Basic Skills
A Parent's Gift
Right to Read 1978 Needs Assessment
Right to Read Tabloid—1979
Maine Assessment of Basic Skills—1978

Laws, Regulations, and Guidelines
Je Veux Decouvrir
The Bilingual Education Act
Guidelines for the Conduct of Home Instruction Programs
Procedures and Standards for Basic Approval of Schools—Public and Private
Kindergarten Curriculum Guide
Guidelines for the Management of Pupil Records
Student Suspension and Expulsion
Freedom of Access (Right to Know)
Student Rights and Responsibilities
Protection of Pupil Rights (Hatch Amendment)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	249,586	198,553			51,033	
Health Benefits	6,391	4,738			1,653	
Retirement	41,417	32,919			8,498	
Other Fringe Benefits	960	821			139	
Other Contractual Service	225,908	83,763			142,145	
Rents	2,507	1,057			1,450	
Commodities	7,565	2,109			5,456	
Grants—Subsidies—Pensions	4,118				4,118	
Equipment	135				135	
Transfers to Other Funds	7,250				7,250	
TOTAL EXPENDITURES	545,837	323,960			221,877	

ARTS AND HUMANITIES BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR
BARBARA S. EVANS, Office Manager

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 074; *Citation:* 27 M.R.S.A., Sect. 1B
Average Count—All Positions: 7 *Legislative Count:* 5

PURPOSE: The major purpose of the Arts and Humanities Bureau is to develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. The Maine State Commission on Arts and Humanities appoints, with the approval of the commissioner, the executive director of the Arts and Humanities Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

PROGRAM:

Institutional Support. This category is designed to provide funding to those established professional, cultural organizations with a gross, annual earned and unearned income of at least $40,000.

Project Grants. These monies are awarded to assist Maine's cultural and non-cultural (community arts councils, schools, libraries, colleges, civic or service groups, chambers of commerce, recreation departments, etc.) organizations with an annual earned and unearned income of under $40,000, or to those organizations with an annual earned and unearned income of over $40,000 which do not meet the three year criteria of the Institutional Support Program.

Collections, Care, and Management Program. This program provides Maine organizations with funds for the conservation and interpretation of important works of art and/or historic materials in their collections. Guidelines, available from the Commission office, must be followed when applying for funding from this program.

Artists-in-Residence Program. Funds are provided for residencies of professional artists in Maine schools and in alternative sites. The primary purpose of the program is to place professional working artists—visual artists, craftspeople, performing artists, poets, filmmakers, photographers, musicians—in settings which will help provide them with opportunities to work in schools and communities, and in working situations conducive to their continued artistic development. Residencies may be designed for a period of up to one year.

The Maine Touring Program and Visiting Artists. These programs provide local sponsors of arts activities with lists of artists and performing groups willing to travel in the state to present performances, workshops, readings, and other services. Priority in funding is given to residencies of visual artists, crafts persons and media artists, for poets and writers readings, and residency series. The Maine Touring Program lists performing artists and groups in dance, music, puppetry and theater. The Visiting Artists Program lists visual artists, media artists, and poets. All of the artists are Maine residents. All are experienced, trained professionals. Applications for this program are accepted throughout the year.

The Community Arts Councils Decentralized Grants Program. This program is designed to stimulate the growth of the arts in communities and to provide an innovative approach to the development of a broader range of arts activities, as well as providing support for continuing programs of proven quality. Through this program, federal and state funds are allocated for redistribution, or regranting, to a limited number of strong, stable community arts councils, in selected geographic areas across the state. These regional centers for community arts development have the responsibility for the development of criteria and the actual selection process for funding programs and projects in their respective geographic areas. In addition, efforts are made to coordinate programming activities with local cultural groups; to assist organizations in planning project guidelines and in establishing priorities; and to provide sponsor assistance. The central purpose of decentralized funding is to develop and make possible greater interest and participation in the arts at the local level.

Arts Services Program. Created in 1980, the purpose of this program is to provide business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development. Funds from the program helped to support the Canadian Program, a pilot project funded by the National Endowment for the Arts from August 1981 to August 1982 to facilitate the exchange of artists and cultural resources between New England and the eastern Canadian provinces.

Information Program. This program, new in 1982, was established to extend the communication network of the Commission by serving as a clearinghouse for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

PUBLICATIONS:

Calendar: A monthly calendar of arts and cultural events, free upon request.

Arts Services Bulletin: A summary of the important issues facing the arts in Maine, a bimonthly publication.

Maine Touring Program and the *Visiting Artists Program* have booklets which provide qualitative lists of the artists that have been approved for participation in each of the programs. Copies of the brochures may be had by writing or telephoning the Commission office.

Maine Cultural Directory: An index of the cultural resources and organizations, republished approximately every two years.

Guide to Grants and Services is revised and republished on a yearly basis.

It's Easy to be Crazy on Weekends: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

Teacher's Guide: an outline for teaching the writing of poetry, to be used in conjunction with the anthology.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

Non-Profit Arts Industry in Maine: A booklet based upon survey information dealing with the impact of the arts on Maine's economy.

All are available at no cost.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARTS AND HUMANITIES BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	82,242	80,861	718		663	
Health Benefits	2,484	2,484				
Retirement	13,556	13,342	5		209	
Other Fringe Benefits	186	186				
Other Contractual Service	74,677	26,207			48,470	
Rents	1,386	476			910	
Commodities	1,981	940			1,041	
Grants—Subsidies—Pensions	463,986	82,220	2		381,764	
Transfers to Other Funds	3,083				3,083	
TOTAL EXPENDITURES	643,581	206,716	725		436,140	

MAINE STATE COMMISSION ON THE ARTS AND THE HUMANITIES

JOHN SCARCELLI, CHAIRMAN

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Established: May 11, 1966 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 088; *Citation:* 27 M.R.S.A., Sect. 401

Average Count—All Positions: 7;5:State; 2:Federal *Legislative Count:* 5

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's culture resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies and pursuits and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the foregoing to meet the legitimate needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art, to file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission. The Commission is also responsible for administration of the Per Cent for Art in Architecture law.

ORGANIZATION: The Maine State Commission on the Arts and the Humanities consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

PROGRAM: The Commission appoints advisory panels to work in conjunction with the Arts and Humanities Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The institutional grant program which utilizes a major portion of the Commission's federal program monies accepts applications from non-profit organizations throughout Maine for projects in the arts and humanities. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. Other programs include

touring artists; Artist in Residence; aid for development of crafts, film, dance, theatre, mime, music, visual arts; art conservation, and administration of the Percent for Art Program.

Special grants are awarded for projects that address that particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

In addition, the Arts Services Program, created in 1980, provides business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development. Funds from the program helped to support the Canadian Program, a pilot project funded by the National Endowment for the Arts from August 1981 to August 1982 to facilitate the exchange of artists and cultural resources between New England and the eastern Canadian provinces.

The Information Program, new in 1982, was established to extend the communication network of the Commission by serving as a clearing house for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Arts and Humanities Bureau.

OFFICE OF THE ASSISTANT TO THE COMMISSIONER

VENDEAN VAFIADES, ASSISTANT TO THE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071A; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department; to plan and supervise the affirmative action and educational equity responsibilities for the Department, Vocational Education Institutions, and local educational agencies; to supervise and guide the public information, printing, and mailing services provided by the Department; and to serve as a liaison with offices and organizations at the federal level regarding education and cultural concerns.

ORGANIZATION: The office was administratively created in 1971 and is statutorily authorized within the Commissioner's Office. The major purpose has been to assist the Commissioner in carrying out the policy-making and administrative functions of the Department with additional administrative functions assigned at the discretion of the Commissioner.

PROGRAM:

Affirmative Action/Title IX/Section 504 Coordinator. This unit supports the Affirmative Action responsibilities for the Department and conducted workshops during the year for all professional and support staff on the law, and assists individual divisions with developing goals and objectives in this area. Providing training, support, and legal advice to local education agencies on Title IX and 504 is the essential responsibility of this unit.

Vocational Education Sex Equity Coordinator. This unit coordinates sex equity activities at the secondary and postsecondary vocational schools across the state. Provision of legal and technical assistance, training, and meeting regulatory responsibilities are the basis of activities of this unit.

Special Services/Public Information Unit. This unit is responsible for the dissemination of information about public education in Maine to a statewide audience and is composed of a public information unit, duplication center and mail services. Implementation of the public information effort is through news releases, special publications, newsletters and compilations of Maine education laws.

PUBLICATIONS:

Maine Insight — free
The Maine Sex Equity in Education Bulletin — free
Resource Catalog for a Non-Sexist Education — free

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

OFFICE OF THE DEPUTY COMMISSIONER

RICHARD W. REDMOND, DEPUTY COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071D; *Citation: 20 M.R.S.A., Sect. 1B*

PROGRAM: Included as part of the Commissioner's office.

STATE BOARD OF EDUCATION

JOYCE ROACH, CHAIRPERSON
GERALD TALBOT, Vice Chairman

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 6, 1949 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 077; *Citation:* 20 M.R.S.A., Sect. 51
Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public school to the State; to approve the formation of School Administrative Districts; to establish, maintain and operate State technical and vocational institutes and schools of practical nursing; to act upon applications for additions to

and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or are adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished, along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: At its July 1982 meeting, the State Board of Education granted a postponement for the establishment of a school lunch program in Millinocket schools until September 1, 1984. The Board accepted the report of the University of Maine at Farmington Program Review Team and granted approval status recommendations for four teacher education programs. In addition, the Board approved Implementation of a Licensed Practical Nurse (LPN) Program to Associate Degree in Nursing (ADN) Program at Northern Maine Vocational-Technical Institute. Approval was also granted to the proposed FY 1982 Concentrated Employment Training Act (CETA) Vocational Education Grant.

In August, the Board adopted the revised School Construction Flow Chart and a new Special Projects Program as part of its Construction Rules and Regulations. In other business, the Board authorized the Commissioner to begin Administrative Procedures Act process preliminary to the adoption of regulations relating to the Guaranteed Student Loan Program; amended the regulations pertaining to educational personnel certification; approved the reapportionment plan adopted by SAD 61; and instructed the Commissioner to issue a new Certificate of Organization to SAD 64.

In September, the Board approved the Addendum to the Eastern Cumberland-Sagadahoc County (Region 10) plan to provide direction to the Cooperative Board in pursuing further developments of the regional vocational program; approved continuation of Vocational Center programs at Lewiston and Dexter for five years; and authorized Eastern Maine Vocation-Technical Institute to offer a practical nursing program in Ellsworth for one year. The Board approved the request to award the Associate Degree in Applied Science in Nursing at Kennebec Valley Vocational-Technical Institute; received certification recommendations made by the Certification Advisory Committee; and authorized the Commissioner to commence Administrative Procedure Act process preliminary to the final adoption of rules relating to the degree granting authority for postsecondary institutions.

In October, the Board endorsed the concept set forth in the report and recommendations of the Maine Advisory Council on Foreign Languages and International Studies; approved for

final adoption regulations relating to the Maine Guaranteed Student Loan Program with the exception of Section IV, Time Period Covered by the Loan, pending a review of that section. Also approved for final adoption were rules relating to the degree granting authority for postsecondary institutions and the offering of academic credit courses or programs within the boundaries of the State of Maine by out-of-state postsecondary institutions. The Board approved loan guarantees for students and parents who are eligible for loans under the Maine Guaranteed Parental Loan Program but are not residents of the State of Maine; and approved the Board-Lender Agreement for use by those lenders desiring to participate in the Maine Guaranteed Student Loan Program. The Board instructed the Commissioner to issue new Certificates of Organization to SAD 67, Lincoln, and SAD 53, Pittsfield, indicating the realignment of votes cast by each member of their respective Boards of Directors in accordance with the plans adopted by said Boards. In other action, the Board granted final approval to Chapter 113, Organizational Units Responsible for the Certification of Educational Professionals, removing references to the Certification Advisory Committee consistent with Title 20, Section 59; granted final approval to amendments in Chapter 114, Policy, Procedures, and Standards for the Review and Approval of Educational Personnel Preparation Programs; and granted final approval to Chapter 115, Credentials Review Standards for the Certification of Educational Professionals.

In November, the Board approved the Board-Lender Agreement for use by those lenders desiring to participate in the Maine Guaranteed Parental Loan Program; approved the continuation of the Biddeford Vocational Center programs for five years; and approved the submission of a vocational construction priority list to the Second Regular Session of the 110th Legislature. Also approved was the reapportionment plan adopted for SAD 2, Greenville. The Board made a finding of fact that SAD 21 (Howland) was not in compliance with the one person-one vote principle as prescribed by state statute.

At its December meeting, the Board approved Section 4 of the rules and regulations for the operation of the Maine Guaranteed Student Loan Program as recommended by Department staff; and approved membership of a visiting committee to make an on-site review at Husson College upon the college's request for authority to award the degree Bachelor of Science in Nursing (BSN). The Board also granted a waiver of the 90 day requirement for appropriating local leeway to the Eastport School Committee as permitted by Maine statute. The Board approved the certified funding level for FY 1982-83 for the Basic Education Allocation at $394,894,221; approved the certified funding level for FY 1982-83 for Adjustments and Local Leeway at $9,280,185, and voted to recommend that the Legislature establish Local Leeway at 1.0 mills/$140 per pupil for an additional appropriation of $1,148,710. The Board also voted to recommend additional funding at 1.1 mills/$135 per pupil for a total appropriation of $10,643,588.

In its January 1982 meeting, the Board voted to hire a consultant to assist in drafting a teacher certification policy; approved the request of the School for Lifelong Learning of the University of New Hampshire to offer two courses at Lake Region High School; approved amendments to the Vocational-Technical Institute Adult Education Fee and Wage Policy; and approved responses submitted by the Portland Vocational Center administration to the Methods of Administration report. The Commissioner was instructed to issue a new Certificate of Organization to SAD 4 (Guilford) indicating the realignment of votes cast by each Board member in accordance with the plan adopted by the Board of Directors. The Board approved the reapportionment plan adopted by the committee for SAD 31 (Howland); and made a finding of fact that SAD 52 (Turner) was not in compliance with the one person-one vote principle as set forth in Maine statute.

In February, the Board authorized the Commissioner, on the Board's behalf, to accept the anticipated $35,000 grant from the Federal Land and Water Conservation Fund to upgrade the athletic field at Southern Maine Vocational-Technical Institute; and voted to approve use of $50,000 from the Briggs Fund to complete a wastewater wing at Southern Maine Vocational-Technical Institute. The Board approved the plan of reapportionment as adopted by the reapportionment committee of SAD 52 (Turner); and voted to recommend to the Joint Legislative Committee on Education that Husson College be granted authority to award a Bachelor of Science Degree in Nursing (BSN). Also approved was the agreement with the Maine Teachers Association for faculty and instructors of the Vocational Technical Institutes, subject to ratification by the Governor and the Legislature. The Commissioner was directed to initiate procedures provided under the Public Laws of the State of Maine in the request of SAD 22

(Hampden) for a change in the vocational region cost sharing formula for Southern Penobscot Vocational Region 4.

In March, the Board accepted the report of the University of Maine at Fort Kent Review Team and granted five-year full approval of the Elementary Teacher Education Program (K-8, K-9, 6-9); adopted the proposed agreement with the Maine Teachers Association for administrators of the Vocational-Technical Institutes, subject to ratification by the Governor and Legislature; granted conditional approval for Dennistown Plantation to withdraw from SAD 12 and for the dissolution of SAD 2 (Greenville-Shirley). The Board adopted rules for application to VTI faculty and administrative bargaining units to govern absences during work actions and amended the Vocational-Technical Institute Student Code of Conduct in accordance with the request of the Disciplinary Committee Review Board. The Board directed the Commissioner to assess the impact of a plan to change the delivery of vocational education in Region 1 and report his findings to the Board. In other business, the Board approved the continuation of Region III Northern Penobscot County—Lincoln Vocational programs for a period of five years with the exception of the Agricultural Program housed in Lee; and approved the request from Southern Maine Vocational-Technical Institute to award the Associate Degree in Culinary Arts with an option as a dietary Technician.

The Board gave final approval for the dissolution of SAD 2 (Greenville-Shirley) at its April meeting. Final approval was also granted to Dennistown Plantation to withdraw from SAD 12. Approval was granted for a Foods Program to be offered at the Lewiston Regional Vocational-Technical Center and for the establishment of a Scholarship Fund at Central Maine Vocational-Technical Institutes by the Maine Antique Power Association, Inc. In other action, the Board voted to receive the Maine Advisory Council on Vocational Education's 1981 Twelfth Annual Report.

In May, the Board denied the request of SAD 22 for a change in the current method of sharing costs in Vocational Region 4; disapproved the request from the International University—College of Psychoanalysis to offer academic credit courses in Maine during the summer and fall of 1982; and approved the request of the School of Lifelong Learning of the University of New Hampshire to offer a course in Maine in a coordinated arrangement with the University of New England. The Board authorized a change for the New England Regional Student Program Policy to increase tuition rates at the Maine VTI's to 25 percent above instate rates for 1983-84. In other action, the Board disapproved Van Buren's plan to change the existing method of delivering vocational education in Region 1, Northern Aroostook County; and approved the Five-Year Plan and the 1981 Accountability Report for Vocational Education.

The Board approved the following proposals at its June meeting: approved the site of a proposed new school for SAD 44 (Bryant Pond and Woodstock); approved a reapportionment plan for SAD 49 (Fairfield, Albion, Benton and Clinton); approved Dennistown Plantation's vote to withdraw from SAD 12; and approved a proposal for the withdrawal of Bridgewater from SAD 42. In addition, the Board allowed a dissolution of SAD 2 and granted a four-year program approval to the Secondary Teacher Education program at the University of Maine at Farmington based upon the condition that the university prepare a progress report within two years. The Board received a program review team's recommendation to grant a conditional approval to the Secondary Teacher Education program at the University of Maine at Presque Isle.

School Construction. The Board approved a total of $18,987,500 in school construction projects during the past fiscal year. However, three projects with an estimated cost of $3,580,000 were not funded because they did not receive favorable local votes.

LICENSES, PERMITS, ETC.:

Permit:
- Out of State Correspondence Schools

Registration:
- Private Schools

Certification and Placement Section

Certification:

Teachers	School Principal
School Nurse	School Superintendent
Driver Education	Counselor
School Librarian	Vocational Instructor

FINANCES, FISCAL YEAR 1982: 20 MRSA, Section 54 provides that expenditures of this unit, which amounted to $18,995.53 in FY 82, shall be borne by the Department of Educational and Cultural Services and are, therefore, included in its financial display.

MAINE EDUCATION COUNCIL

CLYDE BARTLETT, CHAIRPERSON
OMAR P. NORTON, Assoc. Comm. Instruct.

Central Office: 37 Day Street, So. Portland *Telephone:* 289-2541
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: July 5, 1967 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 092; *Citation:* 20 M.R.S.A., Sect. 2921
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: See Education Commission of the States.

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

HAROLD RAYNOLDS, JR., COMMISSIONER
FRED DOUGLAS, Director of Higher Education Services

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2183
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1967 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 080; *Citation:* 20 M.R.S.A., Sect. 2720
Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, as well as to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VII of the Higher Education Act of 1965 - grants for construction, renovation, accessibility to the handicapped, and energy conservation.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of Instruction, Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM: Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY 82 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1982: No funds were available in FY 82.

OFFICE OF FEDERAL-STATE COORDINATOR

GREG SCOTT, FED/ST COORDINATOR

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071C; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: This unit is responsible for the Department's liaison with the U.S. Department of Education, the Maine Congressional Delegation, Council of Chief State School Officers, National Association of State Boards of Education and other national organizations and federal level departments. The unit oversees all legislative activity for the Department with the Legislature and the Governor's Office. The unit is responsible for Department coordination with state and educational associations and school administrative units. The unit also is responsible for planning, research and evaluation functions for the Department. The Department's Basic Skills Program is administered by this Office.

ORGANIZATION: This unit reports directly to the Office of the Deputy Commissioner. The federal liaison responsibility as well as that of planning, research and evaluation were added to the unit's responsibilities in August, 1980.

PROGRAM:

Planning, Research & Evaluation Unit. This unit provides planning, research and evaluation services to other units within the Department. The unit also is available to lend technical assistance to local educational agencies in these areas. The unit coordinator is responsible for the Maine Assessment and Planning for Schools Program, a basic competency curriculum project.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $30,200 in FY 82 and are, by administrative decision, included with those of Department of Educational and Cultural Services.

EDUCATION FINANCE DIVISION

STANLEY R. SUMNER, DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-3351
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071F; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: The major purpose of the Division of Finance is to provide centralized control over the fiscal operations of the department. Fiscal operations include: budget preparation and monitoring, receipt and deposit of revenues, pre-audit of expenditures, control over equipment and supplies, fiscal analysis, reporting and auditing.

ORGANIZATION: There are three sections within this Division: Budget Control Section, the Accounting and Reporting Section and the Audit Section.

PROGRAM: The Division accomplishes its purpose with an organization and system designed to support the goals and objectives of the various programs of the department while applying sound fiscal management principles.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATION FINANCE DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	196,962	196,962				
Health Benefits	6,720	6,720				
Retirement	30,163	30,163				
Other Fringe Benefits	192	192				
Other Contractual Service	21,679	21,679				
Rents	915	915				
Commodities	—894	—894				
Equipment	1,007	1,007				
Transfers to Other Funds	47,344,475	47,344,475				
TOTAL EXPENDITURES	47,601,219	47,601,219				

GOVERNOR BAXTER SCHOOL FOR THE DEAF

PAMELA TETLEY, ACTING SUPERINTENDENT
WILLIAM J. DUNNING, Business Manager

Central Office: Mackworth Island, Falmouth *Telephone:* 781-3165
Mail Address: P.O. Box 799, Portland, Maine 04104—0799

Established: 1876 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 090; *Citation:* 20 M.R.S.A., Sect. 3122

Average Count—All Positions: 100 *Legislative Count:* 112

PURPOSE: The primary goal of the Governor Baxter School for the Deaf as stated in the Education Laws is to educate and instruct deaf children. Specifically, the School seeks to pro-

vide a comprehensive primary, elementary and secondary education program for approximately one hundred and ten deaf boys and girls, assisting them in developing communication skills in the area of speech, speechreading, fingerspelling, sign language, audition, and especially, reading and written language, and to provide a residential setting that is both wholesome and conducive to learning for the deaf children who cannot receive their education at home.

The Governor Baxter School for the Deaf was created for the education of children with severe hearing loss who are unable to receive their education in regular public schools.

ORGANIZATION: The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It was operated as a part of the Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the School became known as the Maine School for the Deaf within the Department of Institutions.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by deaf persons to help find a new site for the school when it had outgrown its Spring Street location. In 1953 the Legislature granted funds for the construction of a new school and, along with funds donated by former Governor Baxter, the school was constructed on Mackworth Island.

When the Bureau of Institutions was dissolved, the school was placed in the Department of Mental Health and Corrections where it remained until transferred to the Department of Educational and Cultural Services.

PROGRAM: The Governor Baxter School for the Deaf is accredited by the Conference of Educational Administrators Serving the Deaf and offers a comprehensive and diversified program. The curriculum is the same as that prescribed by the State for regular public schools. The elementary program provides for seven classrooms with thirty-four children to teach basic elementary education, including math, science, reading and social studies. The middle school provides for five classrooms with thirty children. The basic aim of this program is to assist the children in the acquisition of the traditional learning skills and to prepare them for higher levels of study in the high school department. The high school department has seven classes of forty-four students. It offers a three-track program: College preparatory, general and vocational studies, and special studies. In the high school area is also one class of six severely multi-handicapped adolescents.

Special Services. The vocational department provides for industrial training in graphic arts and woodworking, photography, driver education, typing and office practice, homemaking, independent living, work study and work experience programs.

In addition to an ongoing speech development program offered by regular classroom teachers of the deaf, students also receive specialized speech correction and therapy from a qualified therapist. A speech coordinator ensures the continuity of the teaching of speech, evaluates progress, and manages the individual speech therapy program. A tape file is maintained on each student showing progress in speech during ensuing school years.

Students receive special instructions in diversified programs. In past years, the school had an artist-in-residence (fine arts-visual), a clown in residence, mime performances and instruction, drama and instruction, and electronic visual arts including film-making and television tape productions.

Complete audiological services are provided for each student beginning with initial testing and continuing throughout the student's stay at the school. Special equipment designed to improve each student's auditory abilities is provided and coordinated with audiological services.

Psychological and psychiatric services are provided. Further, physical and occupational therapy is performed by trained therapists for a select group of multi-handicapped children.

In the fall of 1981, Governor Baxter School for the Deaf was awarded E.S.E.A. (Elementary and Secondary Education Act) Title VII grant to establish Project F.A.C.E.T. (**F**ranco **A**merican **C**hildren's **E**ducation **T**eam: A Bilingual/Bicultural Program for Franco American Hearing Impaired Students and their Families.) The purpose of the Project is to provide culturally responsive education to Franco American Hearing Impaired Children and their families.

Library. The school library serves as a focal point for the entire school program. Media services are available for all teachers with captioned educational films, filmstrips, study guides and equipment for development of teacher-made materials. Each teacher has an overhead pro-

jector and automatic filmstrip projector. In addition, programmed learning materials are available for classroom use and use by children.

Physical Education. Throughout the year, comprehensive daily physical education is provided for every deaf child, preprimary through twelfth grade. Sports, interscholastic and intramural sports activities are carried from elementary through high school levels. Such carryover sports as racquetball, tennis, volleyball, swimming, roller skating, ice skating, golf and bowling receive special emphasis.

Infirmary. An infirmary staffed by a registered nurse, a licensed practical nurse, and three nursing assistants, provides around-the-clock emergency service for all children. The basic goal is prevention. Children suspected of communicable illnesses are separated from their peers in the residence hall and are retained in the infirmary. A local physician is available for emergencies and performance of medical diagnosis and prescription services. A local dentist makes weekly visits and performs dental services at the school.

Residency. About two-thirds of the pupils reside at the school. Others are day students who are transported daily from their homes. Many of the residential students go home for weekends and all go home for required vacation periods. Local school districts provide transportation for day students and reimburse parents for homegoing transportation costs of residential students for allowable periods. Three residential halls employing twenty-five dormitory houseparents provide for development of social growth, recreation, personal hygiene and emotional growth.

During FY 1982 a staff development program for dormitory personnel and supportive services and staff offered assistance in behavior management, counseling and communication.

Mainstreaming. Some deaf and hearing impaired children develop increased competency in auditory perception and in their communication skills to warrant mainstreaming into the regular classrooms of their communities. Each year, some children are referred back to the communities to complete their educational programs. In 1980-82, three children were mainstreamed. In 1982, nine pupils graduated from the Governor Baxter School for the Deaf.

An In-Service Preschool Parent Institute was held following the regular school program. Ten hearing impaired children and twenty-one parents and siblings, in addition to twelve educators, participated.

Pupil Evaluation Teams (PET). In compliance with State and State laws, close cooperation is maintained with local school districts' Pupil Evaluation Teams (PET). This requires a direct education plan for every pupil in the school which is developed by parents, Baxter Staff and local school districts.

LICENSES, PERMITS, ETC.:

High School Diplomas. (The school is approved by the State of Maine and the Council on Education for the Deaf.)

PUBLICATIONS:

"NEWS" published five times a year (October, December, February, April and June). (Free) School magazine giving pertinent information regarding the School, and in the area of education of the deaf.

Information Brochures—free.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR BAXTER SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,372,912	1,315,722			57,190	
Health Benefits	46,591	45,081			1,510	
Retirement	220,549	211,752			8,797	
Other Fringe Benefits	2,746	2,701			45	
Other Contractual Service	121,057	96,375			24,682	
Commodities	141,052	123,962			17,090	
Grants—Subsidies—Pensions	27,154	26,668			486	
Equipment	35,545	35,733			—188	
Transfers to Other Funds	655				655	
TOTAL EXPENDITURES	1,968,411	1,857,994			110,417	

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: 508 Bailey Hall, Gorham *Telephone:* 780-5277
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333
Established: March 20, 1907 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 087; *Citation:* 27 M.R.S.A., Sect. 261
Average Count—All Positions: 1 *Legislative Count:* 0

PROGRAM: The State Historian's activities were cast in the usual mould of answering inquiries, visiting historical societies and speaking on Maine to various cultural, literary, service and historical groups ranging from Rotary, Kiwanis and Lions Clubs through the National Reunion of the Sheldon Family, U.S.A. to guided tours, to meetings of the Buxton-Hollis, Gorham and Nobleboro Historical Societies. He also served as speaker at numerous banquets always speaking on some phase of Maine history. Of special note was his address to the Congreational-Christian Historical Society on Maine's Religious Heritage at Williston Church in Portland and his address to the annual symposium at Fitchburg State College when he spoke on Maine's activities in the whole area of historical research, interpretation, preservation and restoration. He served as an adviser to the Gannett Publishing Co. on Celebration 350. Approximately 35 completed this three credit course in June 1982. The historian continues to research Maine history and seeks to impart that knowledge primarily through speaking and teaching as his professional work or a faculty member is almost entirely in Maine History.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	482	482				
TOTAL EXPENDITURES	482	482				

BUREAU OF HISTORIC PRESERVATION

EARLE G. SHETTLEWORTH, JR., EXECUTIVE DIRECTOR

Central Office: 55 Capitol Street, Augusta *Telephone:* 289-2133
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333
Established: 1979 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 089H; *Citation:* 27 M.R.S.A., Sect. 505

PROGRAM: This unit did not submit an individual report. See Maine Historic Preservation Commission.

MAINE HISTORIC PRESERVATION COMMISSION

EUGENE S. ASHTON, CHAIRMAN
EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: 55 Capitol St., Augusta; *Floor:* 1 *Telephone:* 289-2133
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 089; *Citation:* 27 M.R.S.A., Sect. 501
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% federal matching grants available under the provisions of the National Historic Preservation Act of 1966 for the acquisition and restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, and Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due consideration must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM: During FY 82, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 43 individual sites and 2 historic districts. The Commission sponsored ten prehistoric archaeological surveys, eight historic archaeological surveys, five architectural inventories of Maine communities, and five special projects.

The Historic Preservation provision of the Economic Recovery Tax Act Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 82, awarded the following grant monies on a matching basis to private organizations, municipalities, and State agencies for the identification of historic sites and structures:

Administration	$131,751
Prehistoric Archaeological Surveys	55,500
Historic Archaeological Surveys	55,500
Architectural Surveys	48,500
Special Projects	12,500
TOTAL	$303,751

LICENSES, PERMITS, ETC.:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed on the National Register of Historic Places which is state-owned or, if not state-owned, is subject to a preservation agreement between the landowner and the Maine Historic Preservation Commission, must apply in writing for an Excavation Permit to the Director of the Maine Historic Preservation Commission. If such a permit is granted, it must be co-signed by the Director of the Maine Historic Preservation Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Augusta, Maine 04333.

Beard, Frank A., *200 Years of Maine Houses: A Guide for the House Watcher* (1981)
Shettleworth, Earle G., Jr., *Norlands, The Architecture of the Washburn Estate* (1980)
Shettleworth, Earle G., Jr. and Barry, William D., *Mr. Goodhue Remembers Portland, Scenes from the Mid-19th Century* (1981).
Shettleworth, Earle G., Jr. and Beard, Frank A., *A Guide to the Maine State House* (1981).

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORIC PRESERVATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	110,739	39,057			71,682	
Health Benefits	3,806	1,296			2,510	
Retirement	17,609	6,377			11,232	
Other Fringe Benefits	175	144			31	
Other Contractual Service	54,899	8,060	25,371		21,468	
Rents	209		139		70	
Commodities	3,107	511	1,391		1,205	
Grants—Subsidies—Pensions	177,314				177,314	
Equipment	300		300			
Transfers to Other Funds	6,866		222		6,644	
TOTAL EXPENDITURES	375,024	55,445	27,423		292,156	

INDIAN SCHOLARSHIP COMMITTEE

NICHOLAS DORE, CHAIRPERSON
EDWARD DICENSO, Superintendent of Indian Education

Central Office: Box 412, Calais *Telephone:* 454-2126
Mail Address: Box 412, Calais, Maine 04619

Established: 1972 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 079; *Citation:* 20 M.R.S.A., Sect. 2210

Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purpose of the Committee is to assist North American Indians living in Maine in obtaining secondary and post-secondary education from properly accredited institutions through the provision of financial assistance to the individual, and, if necessary, through payment of a supporting grant to a post-secondary institution furnishing educational services to the scholarship recipient. To implement this purpose the Committee has full authority in its discretion to approve all scholarship grants which, however, may not exceed $3,000 per year and it may approve a supplementary grant not exceeding $1,000 per year to any institution enrolling one or more scholarship recipient for the purpose of establishing and conducting a program of support services for scholarship recipients. The Committee has not approved supporting grants.

ORGANIZATION: The Scholarship Committee consists of the superintendent of schools of Maine Indian Education; one representative of the Passamaquoddy Tribe at Indian Township chosen by the tribal council; one representative of the Passamaquoddy Tribe at Pleasant Point chosen by the tribal council; 2 representatives of the Penobscot Tribe, chosen by the tribal council of the Penobscot Tribe; 2 representatives of the Association of Aroostook Indians, Inc., chosen by the board of directors of the Association of Aroostook Indians, Inc., 2 representatives of Central Maine Indian Association, Inc., one Micmac and one Malecite, chosen by the board of directors of Central Maine Indian Association, Inc., and a representative of the Chancellor of the University of Maine. The term of service of each member on the Indian Scholarship Committee will be for one, 2 or 3 years as determined by the appointing authority.

PROGRAM: The federally funded scholarship assists students in obtaining a secondary or post-secondary education from properly accredited institutions. To implement this purpose, the Committee has full authority in its discretion to approve all scholarship grants; and it may approve a supplementary grant to any institution enrolling one or more scholarship recipients for the purpose of establishing and conducting a program of support services for scholarship recipients.

Eligibility: Students' names must be included on the current tribal census of either the Passamaquoddy or Penobscot Tribes; or must be members of the Malecite or Micmac Tribes and individually be able to prove ¼ Indian blood and have resided in the State of Maine during five consecutive years next preceding their application for a scholarship. Provided funds are available from the Federal Bureau of Indian Affairs, no grant shall be given to any Penobscot or Passamaquoddy student or to any institution when the student is enrolled in a 4-year post-secondary degree granting program. This limitation shall not apply to Micmac or Malecite Indians who are not eligible for Federal Bureau of Indian Affairs scholarship assistance.

PUBLICATIONS: Guidelines for assistance and applications are available

FINANCES, FISCAL YEAR 1982: No State funds have been involved in this program since the Indian Land Claims settlement.

BUREAU OF INSTRUCTION

OMAR P. NORTON, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-2541
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071I; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: The Bureau of Instruction has the responsibility for providing program direction for six divisions which deal with: curriculum development, direction, evaluation, and other topics related to the education of Maine students in grades kindergarten through grade 12; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; procedures involved with the approval of degree-granting institutions; student aid for Maine post-secondary students who meet specific eligibility standards; negotiations for slots for Maine students matriculating in programs preparing them for practice in professional health care; and alcohol and drug education. Additionally, administrative responsibility is assumed also for activities conducted by the Title I and Title IV-C offices operating under the Elementary and Secondary Education Act.

ORGANIZATION: The Bureau of Instruction has had a long history of operation within the Department of Educational and Cultural Services. It was once formed and operated during the 1950's and early 60's as the Division of Instruction. Following a mandate by the legislature in 1971 to reorganize State Government, the Division of Instruction was re-formed as the Bureau of Instruction and included all classroom emphases except for vocational education.

Today, the Bureau of Instruction consists of the Divisions of Special Education Services; Certification and Placement and Teacher Education Field Services; Curriculum Services; Higher Education Services; and Alcohol and Drug Education. Additionally, two smaller units are administered in the Bureau including: the Titles I and IV Part C of the Elementary and Secondary Education Act.

The following information gives a detailed description of the work performed by each of the Divisions and Units in this Bureau.

PROGRAM:

Division of Higher Education Services. The Division provides many and varied services to and for the public, private, and proprietary post-secondary educational institutions in the State of Maine.

When a post-secondary institution seeks to offer an academic degree within this state, the Division carries out established procedures leading to the authorization by the Legislature of the requested degree. The Division also processes requests from out-of-state institutions which seek to offer academic credit courses or programs in Maine with final approval granted or denied by the State Board of Education. Application forms and copies of procedures, rules and regulations are provided through the Division.

The Division administers the Post Graduate Health Professions Program which is designed to assist Maine resident students in gaining access to selected health professions schools. Qualified Maine students are able to obtain a specified number of seats/spaces at the University of Vermont College of Medicine; the Tufts University Schools of Medicine, Dentistry, and Veterinary Medicine; Dartmouth College of Medicine; the University of Pennsylvania School of Veterinary Medicine; the New York State College of Veterinary Medicine at Cornell; and the New England College of Optometry.

The Maine Student Incentive Scholarship Program (MSISP) is administered by the Division. This is a direct grant program of financial aid made available to Maine residents who attend post-secondary school in eligible schools in Maine and Massachusetts. It is based on financial need as determined by a statutory formula including the cost of attendance at the school and the student's available financial resources. Applications for program participation must be made by May 1 by completing and filing a Financial Aid Form. The funds available to eligible applicants come from both state and federal sources.

A major function of the Division concerns the operation of the Maine Guaranteed Student Loan Program and the new Maine Guaranteed Parental Loan Program. Although much of the direct administration is provided by the United Student Aid Fund through a contract with the State of Maine, much direct activity with local lenders is conducted through the Division. Policies, rules, and regulations are developed for approval action by the State Board of Education. Lender workshops are conducted by Division staff and assistance is provided student borrowers and parents. Current information concerning revisions in Federal laws and other items of interest are provided to lenders via a newsletter distributed quarterly.

The Division administers certain federal assistance programs for Maine post-secondary institutions when federal or state statutes require such. Although there are no programs for which funds are now available, programs which had been funded and administered in the past included Titles III and VII-A of the Higher Education Act of 1965.

All student academic records of students' attendance at post-secondary schools which are now closed are maintained by the Division. These records are preserved for historic purposes as well as being made available to an individual student upon request. A student desiring copy of his transcript must submit a request and a small processing fee. Copies of the original transcript are made, embossed with Department of Educational and Cultural Services seal and sent to the student or to a school as requested.

State statutes require that correspondence schools and private, post-secondary business, trade or technical schools which operate in Maine or, in the case of correspondence schools those which solicit or sell in Maine any correspondence course, shall be licensed for such operation. This statutory responsibility is carried out by the Division.

Individuals who have had either National Defense or National Direct Student Loans may have all or part of the loans forgiven by teaching in a school which has a high concentration of low income families. The identification of eligible schools and the providing of information about how to obtain the cancellation is a function of the Division.

State funds are made available to eligible osteopathic medical students as loans to assist in meeting the cost of their professional preparation program. These monies are provided through the Maine Osteopathic Loan Fund which was created by state statute and its administration is a function of this Division.

Division of Teacher Certification and Placement Services. The primary responsibility of the certification section is issuing proper certification to educational personnel in the State of Maine. The certification section also provides guidance and counseling to prospective educators concerning the proper procedures, options, and alternatives that lead to certification. Another function of this section is that of monitoring school systems and their personnel concerning certification violations. The certification section also serves as advisor to the Commissioner and the State Board of Education in matters dealing with certification and the preparation of teachers through approved teacher education programs.

The placement section provides a service to both superintendents and prospective

teachers. The placement officer refers teachers to school systems having openings as well as providing lists of qualified candidates directly to superintendents. The placement officer also engages in an on-going supply and demand survey with the University of Southern Maine's Planning Officer.

Division of Alcohol and Drug Education Services. The Division has the responsibility of providing leadership in Maine's educational system for alcohol and drug abuse prevention and education efforts. The Division coordinates federal and state level initiated programs and targets eight priority areas for the enhancement of comprehensive program development within Maine's schools, as follows:

1) The Division addresses primary prevention and early intervention through the development of school and community teams. This approach provides teams of educational personnel, students, and concerned citizens with training that enables them to conduct their own prevention and intervention programs locally.
2) The Division conducts in-service training and awareness programs on alcohol and drug abuse prevention for Maine's superintendents, principals, guidance personnel, school board members, teachers, students, parents, law enforcement officers, members of the clergy, selectmen, and alcohol/drug treatment staff.
3) The Division examines demonstration programs to test various approaches to prevent and address alcohol and drug use, abuse, and dependency. These programs reflect specialized needs of communities since school personnel, students, parents, and various community representatives are included in the planning process.
4) Through a variety of special projects, the Division encourages and promotes the development of effective school and community prevention programs. "Project Graduation," that aims to prevent alcohol and other drug-related highway deaths throughout the commencement season, exemplifies this type of program effort. In 1982, 25 percent of Maine's 144 high schools sponsored "chemical-free" events that were planned by concerned school officials, parents, and students.
5) The Division develops, tests, evaluates, and disseminates curriculum programs and resource material for use in elementary, secondary, adult/community education programs, and the Vocational Technical Institutes. The resource services section within the Division manages and operates the only alcohol/drug film lending library in the State of Maine.
6) To enhance the development of local capabilities, the Division enters into contracts with and provides funding to institutions of higher education, public and private schools, and other community agencies. The purpose of such contracts is to help train local educational personnel and other community members and to provide technical assistance in program development at the local level.
7) The Division initiates statewide recruitment and training of persons to work in alcohol and drug abuse prevention and education programs. As an illustration, the University of New England (Biddeford) serves as the host site for a Division sponsored undergraduate/graduate course titled, "Introduction to Counseling the Chemically Dependent and the Affected" for those in the helping professions.
8) The Division supports community education and awareness programs on alcohol and drug abuse prevention for parents and other key members of the community. These activities are planned by the school and community teams that have been trained by Division staff. Throughout the year, 30 teams involving 500 volunteers designed and implemented prevention programs for over 20,000 people throughout Maine.

Public Law 1981, Chapter 454, known as the Alcoholism Prevention, Education, Treatment, and Research Fund, enacted by the 110th Maine Legislature, has greatly enhanced the Division's capability to serve the schools of Maine in their prevention, education, and awareness efforts. In addition, Maine's Bureau of Safety of the Department of Public Safety provides funding for the Division's Alcohol, Other Drugs, and Highway Safety Program.

Division of Curriculum. The Division offers services and technical assistance in curriculum areas, and disseminates information in subject areas through meetings, visitations, publications and correspondence. The Division administers and integrates federal programs such as bilingual education and develops and publishes in *Maine Issues,* policy and position papers on current educational issues. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems, and locating resources.

The Division has designed and organized a service delivery system called State Curriculum Assistance Teams (SCAT). Superintendents have nominated teachers to serve on the teams. The Division will receive requests for service in some areas of curriculum, will locate from the pool of resource people a cadre of persons knowledgeable in the area of request, and make the necessary arrangements to fulfill the expressed need.

The Division has participated in several in-service programs and seeks opportunities to cooperate with other divisions, i.e., special education, vocational education, planning.

The Division has been closely involved in the implementation of the Basic Skills Program. One part (sec. 222) was to accept and approve grant proposals from local school systems to emphasize the basic skills areas. Another section (sec. 224) was designed to improve cooperation and reduce duplication across various divisions within the department. Monthly meetings of the implementation committee have been held throughout the year.

The Division is responsible for school approval. Although this process is basically regulatory, it also has leadership elements. The program requires new schools to define their goals and educational philosophy; the division consultants frequently provide assistance in these areas. The Division also serves in a leadership capacity through the self-evaluation program for elementary and secondary schools, and the accreditation of schools. Through these programs, local school systems have been able to improve educational practices and services to students. Questions regarding home instruction are addressed by this division.

Self-Evaluation. Virtually all of Maine's public and private elementary schools have completed the initial phase of the self-evaluation program. The self-evaluation program is designed to help schools prepare an in-depth study of their educational program, services, facilities, and administrative structure and to establish priorities to improve educational opportunities of pupils. The second phase of self-evaluation has been given statewide implementation during this year. The second phase, a five-year follow-up visit, helps schools in the refinement and implementation of new programs and services, and gives direction to school boards and administrators concerning the major priorities to be initiated within the next five-year period. This past year, the department conducted over fifty (50) five-year reviews.

Accreditation. For secondary schools not going through the State's self-evaluation process, accreditation is used as a measure of quality and a focus for future planning. The process involves a year-long self-study by teachers, students in some cases, and community members. Upon completion of the self-study portion of the process, the school seeking accreditation will host a visiting committee who then makes recommendations for program improvement based upon the findings of the self-evaluation, the visiting committee reports, and a final decision by the Division of Curriculum of the department in cooperation with NEASC.

Arts Education. This Division offers services and technical assistance throughout the state for both the art and music disciplines; program visitations are carried out upon request. Once again, support was given to activities of the Maine Alliance for Arts Education as it sought to promote the extension of the arts as an integral part of the school experience.

Career Education. During FY 82, the State Office of Career Education has continued its collaborative relationships with other state agencies. Currently, the office functions in three key areas: (1) coordinating and implementing programs and services under PL 95-207, the Career Education Incentive Act, (2) providing training and program development services to the Maine Occupational Information Coordinating Committee, and)3) administering and implementing the Governor's CETA/Career Education Linkage Grant funded through the State Employment and Training Council. In the 1981-82 school year money has been dispersed to schools for specific career education purposes.

Health Education. It became apparent in 1981 that a clearer statement was needed identifying the respective roles and responsibilities of the Departments of Educational and Cultural Services and of Human Services in the promotion and delivery of health education programs and services. The Department of Educational and Cultural Services and the Department of Human Services are working toward a mutual agreement in this area.

The School Health Education Project (SHEP) has programs in over 30 schools. DECS serves in an advisory capacity in cooperating with this project and its staff.

Guidance, Counseling, and Testing. This office is responsible for the administration of guidance, counseling, and testing programs at the local educational and state levels. Leadership, service, and regulatory functions include information and assistance provided to counselors, administrators, teachers, students, citizens, legislators, and allied agencies in the broad area of guidance, counseling, and testing programs; student records; suspension and ex-

pulsion; issues of privacy; student rights and responsibilities; career and vocational education guidance; child abuse and neglect; right-to-know legislation; and protection of pupil rights.

Dropouts and Attendance and Discipline. The Division monitors two state programs: (1) Chapter 106—Dropouts. Each school superintendent in the state who has responsibility for any grade level in the sequence 9-12 shall form a Positive Action Committee to study the factors affecting persons in grade levels K-12, which are related to the problem of dropping out, and shall develop a specific plan to address this problem. These plans are on file in the Division of Curriculum; and (2) Chapter 105—Attendance and Discipline. The intent of this legislation is to require school officials to give increased attention to those pupils who are habitual truants and dropouts and to develop alternative programs to meet their needs.

English Language Arts, Bilingual Education, Indochinese Refugee Education, and National Origin Desegregation. The Division provides technical assistance to local schools in the above-mentioned areas, K-12. Workshops in coordinating and managing English writing programs have been made available along with training in holistic scoring and in the National Diffusion Network validated program, "Individualized Language Arts." The English Language Arts Coordinator plans conferences with the Maine Council of English Language Arts (MCELA), Maine Assessment and Planning for Schools (MAPS), and with State Curriculum Assistance Teams (SCAT). The Department in cooperation with the New England Association of Teachers of English (NEATE) assisted in the dissemination of model English Language Arts (ELA) curriculum guides. The Division has been active in developing equitable programs and planning for all linguistic minority children throughout Maine, generally in the form of training and materials in English as a Second Language.

The Title VII coordinator has been the department liaison with Washington for basic and training projects in bilingual education. Four basic project sites besides a UMO teacher training grant now exist in Maine with two new sites under consideration for these languages: French, Native American, hearing impaired French, Vietnamese, Lao, and Khmer. The coordinator has been responsible for the development of bilingual and special language programs funded under ESEA Title VII and the Transition Program for Refugee Children. Detailed state plans for each of the three federal programs identified above are on file and readily available for review.

The department awards sub-grants to local educational agencies in accordance with the rules and regulations governing the Transition Program for Refugee Children. The Department has monitored recipient sites serving eligible refugee children. The department also has provided technical assistance to local schools, and appropriate leadership materials enabling them to serve refugee children. The numbers of eligible children have increased in recent years; so have DECS technical assistance services.

Newspaper in Education. The Newspaper in Education (NIE) Program is housed within the Division of Curriculum although it is totally funded by a grant from the Maine Daily Newspaper Publishers Association. The program makes available to the schools of Maine assistance in using the daily newspaper as an educational tool. The consultant is available for workshops with educators from the primary level to university graduate level. Numerous materials are available, including a bi-monthly newsletter. Many classroom visits and educational seminars are held each year. Through the program, daily newspapers are made available for classroom use at a discount price. There are now several hundred classrooms in the state which are using the NIE program for part or all of the year.

Maine Studies Curriculum Project. The Maine Studies Curriculum Project continues to command the attention of educators throughout the state. The outcomes of this project will offer students an in-depth appreciation and knowledge about Maine's environment, government, economic, history, and future. Program K-12 is now available from the Down East Books, Camden, Maine 04843.

Basic Skills areas:

Reading. A close relationship is maintained between the department and the reading teachers and specialists in the field. The New England Reading Association Conference will be held in Portland in October, 1982. Consultants from the Division of Curriculum are assisting with the plans for the conference. Questions from citizens and agencies relative to reading problems are received and individual assistance and resources are provided. The use of computers in both reading instruction and reading management are requiring time and resources.

Oral and Written Communication. Printed resource materials are constantly being collected, updated and disseminated. The department has supported two Young Authors' Con-

ferences for elementary students at Orono and Farmington. Plans are to support a statewide writing conference for teachers in October in conjunction with the Maine Council of Teachers of English.

Math. Assistance is provided upon request to teachers and administrators in the math curriculum area. Increased emphasis will be placed upon math and computer literacy this next year.

Social Studies and Science. The Division of Curriculum has worked with school systems in designing, clarifying or implementing social studies curriculum guides. A collaborative effort with the Department of Energy and the University of Maine developed an energy curriculum guide for K-6 which has been field-tested by teachers and will be revised before printing this year.

Excellence. The Division has provided leadership for a statewide committee addressing the process of defining and promoting excellence in our schools. It has been a broad based committee and plans a dissemination program for fall.

Guidelines. Consultants from the Division have provided input in the revision of Chapter 127 which covers general rules and guidelines for school approval.

Consultation and Advisory Service for Secondary School Principals. Visitations were made to all of the new high school principals in the state. Curriculum priorities, school organization, and teacher, student, family, and community relations were primary issues discussed. A group workshop for the above group was sponsored by the department at a later date. Liaison to all state principals was maintained by way of organizing a statewide conference, by way of representation and attendance to major state committees of principals, and by written and verbal communication on weekly and daily problems from questions and problems originating from the schools and parents.

Division of Special Education. The Division is responsible for the implementation and administration of Title 20, Chapter 404, Maine Revised Statutes as amended, "Exceptional Children" and assistance with Special Education provisions of the School Finance Act. It is also responsible for the administration of federal funds for exceptional children under the Education for All Handicapped Children Act of 1975, as amended and P.L. 89-313, Title I, ESEA, Education of the Handicapped.

The Division's services include: consultancies to local educational agencies in the areas of all exceptionalities as defined in Chapter 404; special purpose private school approval and evaluation, contract approval, and individual tuition placement approval; technical assistance and evaluation of all federally funded programs operated by local educational agencies; direct grant awards for programs for exceptional children; teacher training for regular and special educators, administrators, support staff, Pupil Evaluation Teams, and school board members; special eduction due process hearings; review and approval of local special education programs; and statistical information of special education.

The Division has continued to work closely in committees under the Inter-departmental Committee which consists of the Commissioners of the Departments of Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation. Major areas of coordination include: 1) Fiscal management system including joint rate setting, contract development, fiscal reporting, joint billing process and joint audit capability; 2) Program development including development of a joint request for proposal process, evaluation of the group home/emergency shelter system, development of mechanisms to prioritize service needs of clients and evaluate appropriateness of placements and development of joint program review capability; 3) Implementation of the Joint Licensing Process including implementation of joint child care standards, development of technical assistance manuals and formal implementation of a joint licensing process.

The Division continues to be involved in pilot projects with the Bureau of Vocational Education. Other cooperatively supported programs and staff development activities have been conducted with the Bureau of Rehabilitation, DHS, and Comprehensive System of Employment and Training and the University of Southern Maine. Regional meetings were conducted and twenty-five regional groups established to develop local arrangements for the state cooperative agreement among Division of Special Education, Bureau of Vocational Education (DECS), and Bureau of Rehabilitation (DHS).

Program Review and Technical Assistance: A total of 25 new Special Education Program Review site visits were completed during the school year 1981-1982. Eight different consultants led teams visiting the school systems. This completed the five year cycle for statewide visits.

Approximately 25 follow-up visits were made to systems that received site visits in previous years. Technical assistance was provided, and evaluations conducted to determine progress toward implementation of previously developed Action Plans. A number of these schools now have full approval of their programs.

A Task Force was established to develop recommendations for the monitoring and assistance system to be used in the next cycle.

Maine's Comprehensive System of Personnel (staff) Development (CSPD), is a statewide, long range plan designed to support the development of local staff development plans and programs which promote the continued professional development of all school and other personnel involved in the education of exceptional children.

All school districts are required to participate in the state CSPD and develop local personnel development plans to support the professional development of staff involved in the education of exceptional children.

Maine's CSPD, in turn, includes the following components which are designed to assist school and other personnel in their staff development efforts:

1) The coordination and identification of information sources (i.e., The Information Exchange, Facilitator Site, Mid-Coast Teacher Center, etc.) and resources (i.e., available consultants in Maine, in-service programs, materials, etc.) which persons might utilize in their efforts to promote staff growth.
2) The dissemination of (and access to) information about these resources to school and other personnel involved in the education of exceptional children.
3) Direct assistance to school planning teams in the development of locally designed staff development systems.
4) The design and delivery of in-service or professional development programs for school and other personnel in response to identified needs.
5) The identification of staff development needs within the state.

A variety of persons representing diverse role groups and institutions are actively involved in the development and review of the system.

Accomplishments during the 1981-82 year included the following:

1) A statewide system to identify priority state personnel training needs was designed and conducted. Information was gathered from over 1,200 persons in 103 school districts and communities using 3 different methods of collection. A summary of prioritized needs then disseminated to all school districts, private schools, support service organizations and parents.
2) 509 program or human resources relevant to staff development were collected and entered into the Maine Resource Bank (a computerized information service of the Information Exchange).
3) Training in data collection was conducted for the following groups: a) The CSPD Committee, b) 36 State Department Staff from 13 divisions/bureaus, c) Staff identified as resource persons from 68 school districts and d) Staff development planning teams from 16 school districts.
4) The first Maine Conference on Staff Development was held in December, 1982. Over 200 school, state and university staff attended.
5) Three "Hot Topics" on issues of particular importance (Gifted and Talented, Severely Handicapped, Prevocational Assessment) were research, written and widely disseminated.
6) Ongoing support including two support meetings and a staff development newsletter, was provided to existing staff development teams from 17 districts.
7) Twenty three (23) staff experienced in staff development (18 school and 5 state) were trained to assist new districts in planning local staff development systems. Four assistance teams ("Down East", "Southern", Damariscotta and Millinocket) were then formed and provided training to staff development planning teams of teachers and administrators from 9 new districts. Informal assistance was also provided to staff from 4 additional districts.
8) The following inservice programs were conducted in response to priority state needs: a) Project STRETCH (Strategies to Train Regular Educators to Teach Children with Handicaps). 77 staff from 7 school districts participated in the program. b) CSRS (Child Service Review System) 71 staff from 10 school districts participated in the program. c) Secondary PET (Pupil Evaluation Team) Management 86 persons from

24 school districts or agencies participated in the program. d) Secondary Programming and Curriculum Development 187 persons from 37 school districts or agencies participated in the program. e) Gifted and Talented. f) Early Childhood. g) Arts for the Handicapped.

Preschool: As a result of discussion with the Education and Appropriations Committees of the 110th State Legislature, $50,000 of expansion funding was shifted to supplement continuation funding for the seven preschool coordination sites for FY 82-83. Three new sites (Sagadahoc County, Northern Kennebec and Somerset Counties, and Oxford-No. Cumberland County) were selected to receive new grant awards for the second year of the biennium. An additional $205,000 in P.L.-94-142 funds is expected to be received to continue in-service training and incentive grants to local educational agencies for services to preschool handicapped children for FY 82-83.

The Commissioners of Education, Human Services, and Mental Health and Mental Retardation have requested the Interdepartmental Coordinating Committee for Preschool Handicapped Children to begin developing a comprehensive state plan for serving all handicapped children under the age of five, in preparation for expanding the age downward for the coordination sites in the next few years.

Gifted and Talented Program: In April, 1981, the Gifted and Talented Education Office received a grant for $157,000 from the National Endowment for the Humanities for a Maine Humanities Project for Rural Secondary Schools. This money is to be used to provide teachers with an opportunity for intellectual self-renewal and to develop their base of knowledge. Secondly, to understand the nature of a cohesive and well structured humanities curriculum. Finally, to establish a collaborative planning procedure within the high school, design and carry out a forum within the school for considering the humanities, and decide on a curriculum adaptation which will be a part of the core curriculum rather than an elective or extracurricular option. The Project is funded for 30 months, ending September, 1983.

A $50,000 Federal grant was received for the second year in a row to continue teacher training programs in 14 Maine schools. In the first year, the funds were used to support comprehensive program development, in-service training and/or curriculum, development for gifted and talented programs. In the second year funds may be used to continue these efforts and to initiate model programs for students.

The Geraldine R. Dodge Foundation has awarded a grant in the sum of $31,180 to support the Maine Summer Humanities Program held at Bowdoin College for 60 high school students from throughout Maine. During this two-week Program the students will participate in an intensive study of the humanities. The Gifted and Talented Office has given 13 school systems in Maine state funds to initiate or continue programs for gifted and talented students for the 1981-82 school year.

Division of Teacher Education Field Services. Four areas of service are provided by the staff of this Division. The first is provision of staff support and liaison services to the State Board of Education and the Commissioner's office in the areas of educational personnel preparation and certification. This involves the development and implementation of policy, procedures, and standards for the review and approval of higher education programs which prepare education professionals.

The second is work with the State Board of Education on the development and implementation of policy, procedures, and standards which deal with the renewal of certification and professional development options available to certificate holders. This includes the review and approval of Inservice Staff Development Programs and Local Professional Development Systems operating at the local school district level.

A third area of service involves responsibility for coordination of the services of the Maine Dissemination Capacity Building Project funded by the National Institute of Education. This project operates the "Information Exchange" for the purpose of providing improved access for Maine educators to information about methods and materials of assistance in the improvement of instruction and the support of inservice and professional development opportunities. A toll-free number: 1-800-322-8899 connects interested persons to a free computer-based information search and retrieval service.

The final area of service involves coordination and collaboration with other units and agencies involved in professional development activities. These include a cooperative effort with the Division of Special Education to establish the Maine Network for School Improvement and Staff Development, liaison services to the Mid-Coast Teachers' Center and Teacher

Corps Projects, representation to the National Council of States on Inservice Education, and other information and coordinating activities related to proservice and inservice teacher preparation.

Title I, ESEA. Title I of the Elementary and Secondary Education Act is responsible for the approval, monitoring, and evaluation of approximately 200 local educational agency projects statewide (totaling more than 13 million dollars) for program compliance, performance, and evaluation under Title I ESEA Education for the Disadvantaged as set forth in Public Law 89-10, as amended. It is responsible for the approval, submission, monitoring, and evaluation of more than 80 sub-contract operations of the Maine Migratory Education projects for children of parents who must continually move to seek temporary or seasonal employment in agriculture, fishing, and wood harvesting. Title I under PL 89-750 is also responsible for assisting other state agencies who provide free public education for children in institutions for neglected and delinquent or in adult correctional institutions. All services available through Title I funding are designed to supplement existing school programs.

Unit services include: issues legal opinions and interpreation of Federal laws and regulations for state and local educational agencies operating Title I ESEA projects; investigates specific allegations of misuse of Title I ESEA funds under appropriate statutes and enforces compliance with applicable Federal and State rules, regulations, and guidelines; provides technical assistance through annual program review visitations to more than 90 percent of the 200 projects in local educational agencies each year; conducts in-service workshops for Title I administrators, teachers, assistants, aides, and Parent Advisory Council members on an annual basis at several statewide sites in order to help up-grade and strengthen Title I programs in the major basic skill areas such as reading and math; works closely with other agencies such as the Maine Facilitator Center in helping to present nationally validated programs that can be implemented locally to increase the effectiveness of Title I projects; and accepts responsibility for the compilation, analysis and preparation of Title I statewide evaluation in the basic competency skills of reading and math and provides evaluation workshops and individual visitations through a close working cooperative effort with the Northeast Regional Technical Assistance Center located in Hampton, New Hampshire who are under contract with the United States Department of Education.

Title IV-C, ESEA. The purpose of Title IV-C of the Elementary and Secondary Education Act is to strengthen and improve educational quality and opportunity in the nation's schools through support of locally initiated projects and activities. The Maine Department of Educational and Cultural Services approved the continuation of 19 programs in local school systems during FY '82. Because of federal budget reductions, no new grants were approved for funding this year. Programs were implemented in the areas of: basic skills, gifted and talented, microcomputers, handicapped, pre-school, social studies, science, and dropout prevention.

Title IV-C, ESEA will become a part of Chapter 2 of the Education Consolidation and Improvement Act beginning July 1, 1982.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSTRUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,525,118	436,465	63,889		1,024,764	
Health Benefits	48,411	11,098	1,610		35,703	
Retirement	226,408	64,871	9,336		152,201	
Other Fringe Benefits	1,407	414	52		941	
Other Contractual Service	822,650	226,654	99,138		496,858	
Rents	17,055	6,821	437		9,797	
Commodities	92,870	19,648	49,285		23,937	
Grants—Subsidies—Pensions	23,041,218	1,915,618	102,653		21,022,947	
Equipment	16,945		7,360		9,585	
Transfers to Other Funds	89,925	30,000	6,250		53,675	
TOTAL EXPENDITURES	25,882,007	2,711,589	340,010		22,830,408	

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN
CAROLYN NOLIN, Assistant State Librarian

Incoming WATS: 1-800-452-8793; 1-800-452-3561; 1-800-762-7106
Central Office: Cultural Bldg., Augusta; *Floor:* 1, 2 & 3 *Telephone:* 289-3561
Mail Address: Statehouse Sta. #64, Augusta, Maine 04333

Established: 1837 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 075; *Citation:* 20 M.R.S.A., Sect. 1A

Average Count—All Positions: 56 *Legislative Count:* 57

Organizational Units:
Reference and Information Division
Library Development Services Division

PURPOSE: The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff, the Maine Library Commission/Library Services and Construction Act Advisory Council, the Maine Library Association, the Maine Educational Media Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

ORGANIZATION: In 1972 the Maine State Library was changed from an independent department to bureau status within the Department of Educational and Cultural Services. The State Librarian, heretofore appointed by the Governor, is now appointed by the Commissioner with the advice and consent of the Governor.

During FY 82 the Maine State Library included the two major divisions of Reference and Information and Library Development.

A significant organizational change during FY 82 was the phasing out of statewide bookmobile service and the implementation of a books-by-mail service.

PROGRAM: The program of the Maine State Library Bureau is reported by several components:

Public Services. This service maintains a non-fiction collection of over 400,000 library items encompassing a wide variety of subject material to meet the needs of individuals, school and public libraries and state agencies. Reference service is provided in person, by telephone, WATS and by mail. Special resources and services include a substantial genealogical collection, the Maine Author Collection, newspaper clipping files, a Maine music collection, the Governor Baxter papers, the Avery Collection of lumbering photographs, and federal and state documents. During the past fiscal year the State Library circulated over 100,000 books, processed 26,000 in-house reference questions and mailed over 10,000 books to school and public libraries.

Automated Data Services. This service provides the technical functions for computerized library services. This includes the coordination of the State Library service known as Technical Assistance and Library Information for Maine (TALIMAINE), which links Maine with over 200 national and international computer-based data files on a wide variety of subjects. In addition to computerized services, this section provides advisory assistance to state agency libraries.

Technical Services. The Technical Services section orders and prepares approximately 10,000 new items a year for circulation for the State Library's central collection and the books-by-mail service and is responsible for maintenance and preservation of the collection. Most of the materials are processed through the NELINET computerized cataloging system which produces catalog cards and offers access to holdings of the libraries using the system. The NELINET system is also used by several state agency libraries and one institutional library.

Maine Regional Library System. The Maine Regional Library System encourages all types of libraries—public, school, academic and special—to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include

the following: direct state aid to local libraries; the support of area reference and resources centers which share their resources with nearly 300 libraries throughout Maine, back-up reference help, direct free access to major resource libraries and consultant services to library district councils and individual libraries. During FY 82 Maine libraries completed over 45,000 interlibrary loan transactions. This is one of the highest per capita rates in the country.

Handicapped Services. As one of 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the State Library provides, either direct or through its five sub-regional libraries, recorded books and periodicals and equipment on which to play them to visually handicapped people. In FY 82 over 100,000 talking books were circulated to nearly 3,000 registered borrowers. Other services to the handicapped include large print materials (30,000 items circulated in FY 82) and a reference service relating to all handicaps.

Institutional Library Services. The State Library maintains a consultant service to Maine's seven correctional, mental health and special educational institutions to assist them in developing their library programs and to encourage and facilitate their cooperation with each other as well as with other libraries. The State Library further assists by awarding Federal grants based on, and designed to augment, the institutions' budgeted library programs.

Books-by-Mail Services. Books-by-mail is a service provided for the approximately 200,000 Maine residents who live in small communities which do not have local libraries. This service is available to adults, juveniles, the housebound, handicapped and working people who, at their convenience, may request books from their homes. Selections are made from annotated catalogs which are mailed to individual borrowers.

Film Services. The Film Services section provides 16mm films to community groups, nursing homes and other institutions through their public library. Film reference and consultant services are provided for the utilization of film and film programming throughout the state. In cooperation with the New Hampshire and Vermont State Libraries, 1500 films are available for loan from the State Library. These films now circulate over 20,000 times a year, compared to 6500 in 1976, and reach an audience of over 400,000.

Instructional Television. Television programs are acquired through this program and are broadcast over the Maine Public Broadcasting Network and WCBB in Lewiston for use in the schools. In addition, schedules and teacher guides are supplied for the schools for each of the scheduled program services. In addition to the broadcast service, over 1,000 educational video tape programs are available free to all schools and public agencies. Some technical and consulting services on the utilization and purchase of television equipment is also available on request.

School Library/Media Services. Federal ESEA (Title IV B) funds are distributed on a per capita basis to all public schools in Maine for the purchase of library and instructional materials and equipment. Workshops, technical services, and consulting services are made available on the utilization and development of libraries and media centers for all schools in Maine. This includes the review of new school library construction.

PUBLICATIONS:

Downeast Libraries—$5.00

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	928,677	811,862			116,815	
Health Benefits	31,649	27,444			4,205	
Retirement	136,036	118,822			17,214	
Other Fringe Benefits	848	730			118	
Other Contractual Service	292,030	255,548			36,482	
Rents	6,624	5,245			1,379	
Commodities	195,612	185,489	222		9,901	
Grants—Subsidies—Pensions	348,592	278,651			69,741	
Equipment	7,650				7,650	
Transfers to Other Funds	346,090		11		346,079	
TOTAL EXPENDITURES	2,293,808	1,683,991	233		609,584	

MAINE LIBRARY COMMISSION

HARRY SMITH, CHAIRMAN
J. GARY NICHOLS, Secretary

Incoming WATS: 1-800-452-8784
Central Office: Cultural Bldg., Augusta *Telephone:* 289-3561
Mail Address: Statehouse Sta. #64, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 082; *Citation:* 27 M.R.S.A., Sect. 111

Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

ORGANIZATION: The Maine Library Commission, an important feature of the 1973 legislation creating the Maine Regional Library System, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one is a representative of the disadvantaged.

PROGRAM: The Maine Library Commission held 7 meetings during FY 82. Areas of special interest included the following: per capita state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries; statewide books-by-mail services; and library consultant services.

Other FY 82 activities of note included sponsorship of funding legislation and recommendations regarding the allocation of state and federal funds for library programs.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $3,045 in FY 82 and are, by administrative decision, included with those of the Maine State Library Bureau.

MANAGEMENT INFORMATION DIVISION

RAY A. COOK, DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-3421
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071M; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: This Division administers the School Finance Act and controls distribution of state subsidies for all school administrative units. Local school accounting and reporting systems are coordinated to provide the basis for State support of local education and accountability of the program.

The program of management information includes collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs (Teacher Certification, Nutrition, Scholarships, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

Services of the Division are extended to consultative and leadership functions relative to management information for local educational agencies and State agencies.

ORGANIZATION: The Division functions organizationally in two sections: School Finance and Accounting and Data Management.

PROGRAM: The Division's annual production goals were met with completion of all programs. In school finance, the actual distribution of 1981-82 school subsidies were processed and analyses and management information were prepared and distributed for the 1982-83 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year were prepared and/or consulted on through the entire process. In addition, new programs were initiated through the year in the areas of school accounting and data processing.

The Maine Revised School Accounting System plan progressed through the second year of a three-year transition. Fifteen local educational agencies, which were established as pilot sites, implemented the new accounting system. The central office staff of approximately half of the 282 units in Maine participated in training during the 1981-82 year in order to prepare for implementation on July 1, 1982. All other units' staffs will train during the 1982-83 year for July 1, 1983 implementation.

The program for the Vocational Student Information System for all secondary vocational students in the State has been fully instituted and procedures have been streamlined for efficient operation.

A highlight of the year has been the beginning of conversion to new equipment for data processing. A self-contained mini-computer will be phased into the system to replace the remote job entry station presently in operation. The advantages of access to the more advanced hardware will be increased storage capacity, decreased response time, and remote terminal access for users at the same cost level.

PUBLICATIONS:

1. Maine Educational Directory
2. Maine Educational Staff
3. Maine Educational Facts
4. Maine School Statistics
5. Public Full-Time Staff Average Salaries
6. April First Census, Students Educated at Public Expense
7. Resident Per Pupil Operating Costs
8. School Finance Act of 1978
9. State Personnel and Superintendents of Schools
10. State of Maine Accounting Handbook for Local School Systems

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANAGEMENT INFORMATION DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	156,136	156,136				
Health Benefits	4,473	4,473				
Retirement	25,273	25,273				
Other Fringe Benefits	176	176				
Computer Services—State	72,239	72,239				
Other Contractual Service	10,092	10,188			—96	
Rents	135	135				
Commodities	2,468	2,477			—9	
Grants—Subsidies—Pensions	204,482,182	204,482,182				
Equipment	682	682				
Transfers to Other Funds	431				431	
TOTAL EXPENDITURES	204,754,287	204,753,961			326	

ADVISORY COMMITTEE ON MEDICAL EDUCATION

FRED A. DOUGLAS, DIRECTOR, HIGHER EDUCATION SERVICES

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2184
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: May 1978 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 093; *Citation:* 20 M.R.S.A., Sect. 2277

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose for the establishment of an Advisory Committee on Medical Education is to advise the Commissioner of Educational and Cultural Services in the development of a plan for medical education as such relates to the New England Regional Compact for Education. This plan is to include the development of a coordinated mechanism for the administration of the compact, the projected number of student spaces needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total number expended for the purchase of the space at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in primary care and underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Commissioner to the Joint Standing Committee on Education for its final approval. Membership shall be appointed for a 2 year term. Of the members first appointed by the Commissioner, 8 members shall be appointed for 2 years and 7 members shall be appointed for one year. In the case of any vacancies or resignations, the Commissioner recommends names to the Joint Standing Committee on Education to fill the vacancies until the expiration of their terms. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

PROGRAM: The Advisory Committee on Medical Education is authorized to make recommendations to the Commissioner relative to implementation of the Post Graduate Health Professions Program. In FY 82, the Advisory Committee conducted review of manpower needs in Maine relative to the development of public policy incentives for practice in undersupplied specialties in geographic areas of the State. Issues under examination focus on access to post graduate medical, dental, optometric, and veterinary doctoral programs in out-of-state institutions; budget recommendations; legislative policy; student indebtedness; and Program impact on the Maine health system in providing access to health care to the people of Maine.

PUBLICATIONS: Status Report—Advisory Committee on Medical Education 1981-82

FINANCES, FISCAL YEAR 1982: The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 82.

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR
ESTHER L. SHAW, Business Manager

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 073; *Citation:* 20 M.R.S.A., Sect. 1A
Average Count—All Positions: 28 *Legislative Count:* 26
Organizational Units:
Administration Division
Research and Collections Division
Design and Preparation Division

PURPOSE: The State Museum is charged in its Declaration of Policy ". . . to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State. . ."

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

EDUCATIONAL AND CULTURAL SERVICES

In 1972, as a result of the general reorganization of State Government, the Museum ceased to exist as an independent agency and became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 82 the Museum continued its aggressive exhibit development program, and engaged in a major planning effort toward development of the Museum's first floor exhibit areas. Efforts were directed to the development of the "Made in Maine" and "Twelve Thousand Years in Maine" exhibits with these tasks dominating staff attention both in design and collecting activities. New educational programs were developed and implemented as a result of changes in the Museum's visitor demography. During the year visitation remained stable at approximately 100,000 visits per year, while outreach services and new school programs increased the service level of the Museum's overall programming.

Exhibitions. The exhibition program can be characterized as falling into three broad categories: work on the planning of major future exhibitions; the mounting of small temporary displays; and the opening of two major temporary installations. As noted above, the most substantial and sustained effort has been invested in the pre-planning and design planning of the two major installations called "Made in Maine" and "Twelve Thousand Years in Maine." Both of these long-term exhibitions will be located on the Museum's first floor and are expected to require at least five years of construction work. These will be the most complex and important exhibitions the State Museum has yet mounted. During the fiscal year, the development of these exhibits has included finalization of the concepts and scope, and preliminary design of the floor layout for both exhibits.

Two very substantial temporary exhibitions have also been planned and mounted. On May 22 the Museum opened its exhibition on the St. John Valley, called "Chez-Nous: The St. John Valley." This installation, done in cooperation with the historical societies of the Valley and support of the National Endowment for the Humanities, is the first attempt by the Museum to develop an exhibit dealing with either a particular region of the State or a particular ethnic pattern with the State. Also developed was a major installation of firearms donated to the Museum in FY 81. The collection, known as the "Leister Firearms Collection" includes a virtually complete sequence of military shoulder arms issued by the U.S. Government from the Revolutionary War onward. The exhibit called "Right Shoulder Arms" opens to the public shortly after the end of this fiscal year. Display cases for this installation have been particularly important and have resulted in expanding the Museum's future exhibit opportunities.

Smaller scale installations during the year have included the exhibit of Maine-made canoes, the exhibit of decoys and ducks, and a travelling exhibition displayed at the Maine Sportsman's Show. In the planning stages during the year is a major exhibit on a collection of Maine silver. Opening as this report is being prepared is a modest exhibit based upon the substantial Crowell basket collection donated to the Museum during FY 82. This collection will be used more fully in the "Twelve Thousand Years in Maine" exhibit.

Collections. The Museum continued a strong pace of acquisitions during FY 82, with major contributions coming to the Museum collections. Among the systematic contributions are the Crowell basket collection which included over 200 Maine-made Indian baskets; and the Peter's Firearms Collection containing several dozen important firearms. Included in the Peter's Collection is a rare Maine-made sporting rifle made by John Hall of Yarmouth around 1812. Only about 8 are known to exist. The Museum also acquired during the year a pistol by John Hall—one of only a couple made in Maine.

An important systematic collection was acquired for use later in the "Made in Maine" exhibition. The remaining contents of the Thomas Rod Company (fishing rods) in Bangor was acquired by the Museum specifically for inclusion in this exhibition. The Museum continues to work hard to find the collections needed for the several major exhibitions being planned.

Other areas of strong collection activity have centered in the silver collections being built for the up-coming Maine silver exhibition; numerous pieces of Maine-painted country furniture destined for an exhibition on this subject, and many artifacts from Maine's St. John Valley used in the "Chez-Nous" exhibition.

Increasingly the Museum collections efforts have centered on the procurement of specific needs arising from the exhibition program. During FY 82 the Museum utilized its first-ever acquisition budget to augment its holdings of Maine-made and ethnographic materials needed for the several exhibitions.

The Museum is investing a considerable amount of energy in the search for industrial artifacts needed for the "Made in Maine" exhibition. These items are particularly rare and hard to secure. Finding them remains a major curatorial effort.

School Services. The Museum has reorganized its delivery of school services. Because of the changing demography of visitation, the Museum's approach has been modified to deal more effectively with smaller groups, with family-centered visitation, and with the predictable seasonal characteristics of visitation from schools. To cope with these changes, the Museum has altered its staff make-up to a more seasonal character and offered a series of programs designed for maximum flexibility. Class programs, as such, have been abandoned in favor of in-gallery demonstrations on request, and a series of self-tour "games" and "treasure hunt" activities which have proven highly popular with children of all ages. The "treasure hunt" concept is fun and educational, but its most important aspect is that it supplants lectures in the galleries with training in how a museum visitor should learn to look at exhibits.

An innovative strategy for serving schools at distances from the State capitol was initated. This program, a science-museum concept of providing information on natural fibers, has been made available to schools on demand. The "Fibert Kit" contains a slide program, a teacher's guide, and examples of natural fibers. Each child in a class received examples of the fibers such as cotton balls, flax and wool. The only difficulty encountered in this program, so far, is that teachers' do not seem convinced that the Museum will, indeed, replace the materials they are to give away. The cost to the Museum of providing replacement materials (purchased or donated by the museum in bulk) is less, however, than the cost of trying to recycle this material from student to student.

Volunteers. The level of volunteer work has continued to be an invaluable asset to the Museum. Several dozen faithful volunteers aid the Museum on a weekly basis. Generally, volunteers fall into two categories. The first are the hosts and hostesses who help to greet the public at the museum. The second are the volunteers engaged in various research or workbench projects. Largely these fall into the areas of historical research and conservation. The Museum will want, in the year ahead, to expand this volunteer force so as to include mechanics and tradespeople who might aid in the care and restoration of machines and tools for use in the "Made in Maine" exhibit.

Conservation. The Museum remains involved in the care and conservation of works of art both on paper and canvas. Success in addressing the needs of the Allie Ryan Museum Collection in Castine has also released our paper conservator to deal more systematically with the Museum's large clothing and textile collection. Among those paintings receiving attention in the Museum's laboratories have been two important portraits transferred to the Museum's care by AMHI.

After more than five years of continuous effort, the conservation of the materials from the Revolutionary war privateer DEFENCE has been completed. Although several long-range passive treatments remained, the basic work on conservation of this material is now complete. This released a block of staff time to begin work more systematically on the Museum's ethnographic collections to be exhibited in the "Twelve Thousand Years in Maine" exhibition.

As the Museum's collections continue to grow in diversity, the scope of conservation treatments likewise expands. In addition to an increased amount of ethnographic material now undergoing treatment, the conservation laboratory has commenced the restoration and conservation of machinery needed for the "Made in Maine" exhibition.

LICENSES, PERMITS, ETC.:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land which is listed on the National Register of Historic Places shall submit a written application for a permit to the Maine Historic Preservation Commission, the Maine State Museum and to the agency controlling the property. (27 MRSA §371-378 inclusive).

PUBLICATIONS:

Everson, Jennie: TIDE WATER ICE OF THE KENNEBEC RIVER
The turn of the century ice industry on the Kennebec River, illustrated.
241 pp. ISBN 0-913764-03-5 . . . . . cloth binding $ 9.95

Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY

Facsimile reprint of 1829 edition with biographical introduction. Text only. 469 pp. ISBN 0-913764-00-0 . . . . . cloth binding 14.00

Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE
Facsimile reprint of 1795 edition with biographical introduction and Osgood Carleton map. 421 pp. ISBN 0-913764-01-9 . . . . . cloth binding 14.00

Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS
An authoritative, biographical study of Maine gunsmiths, illus. 209 pp. ISBN 0-913764-04-3 . . . . . cloth binding 22.00

Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE
The Maine Catalog, HABS, illustrated. 254 pp.
ISBN 0-913764-05-1 . . . . . perfect bound 8.95

Isaacson, Dorris A. (Ed.): MAINE: A GUIDE 'DOWNEAST'
Illustrated. 510 pp. American Guide Series, 2nd Edition
ISBN 0-913764-06-X . . . . . cloth binding 6.50

Camp, Helen: ARCHAEOLOGICAL EXCAVATIONS AT PEMAQUID, MAINE
1965-1974 Historical and Archaeological Findings of a 17th and 18th Century Colony. Illustrated. 89 pp.
ISBN 0-913764-07-8 . . . . . perfect bound 6.95

Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp.
ISBN 0-913764-08-6 . . . . . perfect bound 2.95

Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE,
Illus. 262 pp. ISBN 0-913764-12-4 . . . . . cloth binding 22.00

Willoughby, C.C.: INDIAN ANTIQUITIES OF THE KENNEBEC VALLEY.
Ed. by Arthur E. Spiess. Illus. 160 pp. . . . . cloth binding 22.00

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE MUSEUM BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	532,280	487,102	16,410		28,768	
Health Benefits	16,932	15,529	946		457	
Retirement	79,671	73,010	2,425		4,236	
Other Fringe Benefits	555	513	21		21	
Other Contractual Service	131,232	59,754	12,321		59,157	
Rents	599	29			570	
Commodities	140,903	98,464	29,884		12,555	
Grants—Subsidies—Pensions	3,735	360	3,375			
Equipment	17,325	8,920	2,825		5,580	
Transfers to Other Funds	21,826		1,936		19,890	
TOTAL EXPENDITURES	945,058	743,681	70,143		131,234	

MAINE STATE MUSEUM COMMISSION

MARGARET M. CHAPMAN, CHAIRWOMAN
JOHN K. HEYL, Vice-Chairman

Central Office: Cultural Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 085; *Citation:* 27 M.R.S.A., Sect. 82
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the Legislature as necessary to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

ORGANIZATION: The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liaison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: The Maine State Museum Commission held 12 meetings during FY 82.

Special legislation supported by the Commission during the 110th session included stipend support for archaeological and conservation students participating in summer projects; preservation of Maine's archaeological heritage sponsored by the Maine Historical Preservation Commission; deaccessioning of artifacts by museums and historical societies, capital budget for the construction of a storage building and the creation of a position for Coordinator of Public Programs for the Museum. Also approved for submission to the Legislature was the Museum's operating budget.

All gifts, bequests and other donations offered the Maine State Museum and recommended by the Museum's professional staff were formally and legally accepted on behalf of the State.

Two committees have been working this fiscal year to establish long-range plans for the Museum and an ethics statement for the staff and Commission. These will be submitted for the approval of the Commission during the coming year.

The Commission honored the volunteers who served the museum throughout the year with a luncheon during National Volunteer Week. They also hosted the opening of the Maine-made Canoe exhibit in July 1981 and the opening of Chez-Nous: The St. John Valley in May 1982.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $2,777 in FY 82 and are, by administrative decision, included with those of the State Museum Bureau.

OFFICE OF PERSONNEL

ALAN YORK, Departmental Personnel Officer

Central Office: Education Bldg., Augusta *Telephone:* 289-2796
Mail Address: Statehouse Sta. #23, Augusta

Established: 1969 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071P; *Citation:* 20 M.R.S.A., Sect. 1B

Average Count—All Positions: 2 *Legislative Count:* 2.0

PURPOSE: The purpose of this office is to provide a complete range of personnel services for all areas in the Department of Educational and Cultural Services.

ORGANIZATION: This office has two positions: the Departmental Personnel Officer and a Clerk Typist III.

PROGRAM: The MDECS Office of Personnel continued to provide a wide range of personnel related services to the Department's employees. With a decentralized system of personnel management (one or more employees at each of thirteen locations is responsible for coordinating personnel activities) the communication of personnel information, forms, procedures, etc. becomes a primary responsibility. Also, labor relations activities (contract negotiations, handling of informal and formal employees grievance, interpretation of seven different State-Union contracts) require continuous attention. The decisions which can have significant consequences to individual employees and their work life are continuously assessed, explained, and implemented with the assistance of the MDECS Office of Personnel.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SCHOOL MANAGEMENT

LARRY N. PINEO, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-2061
Mail Address: Statehouse Sta. #23, Augusta

Established: 1974 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071S; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: The purpose of the Bureau is: 1) To administer the Bureau consistent with policies and procedures established by the Commissioner, the State Board of Education and statute. 2) To help provide Maine children with safe, warm buildings conducive to learning. 3) To provide funds to help local units reduce consumption and the cost of energy. 4) To help provide for the health, safety and welfare of children riding Maine school buses in the most efficient manner. 5) To help provide nutrition education and to help provide for one-third of the basic nutritional needs of Maine children participating in the school lunch program. 6) To provide for the education of children in Maine's Unorganized Territory and those enrolled in the Baxter School for the Deaf.

ORGANIZATION: This Bureau was administratively created by the Commissioner in 1974 as part of a reorganization prompted by the Maine Management and Cost Survey. There have been no organizational changes within the Bureau since that time.

PROGRAM:

Division of School Operations. The program for the schooling of children residing in Unorganized Territory (S.C.U.T.) involves the direct operation of five (5) elementary schools for 298 pupils (K-8) in addition to 982 pupils who must be tuitioned and transported to local school systems throughout the State. Some sixty-one (61) employees, twenty-three (23) school buses, and approximately fifty (50) private conveyors are utilized in providing free public education to children of residents in Maine's remote townships.

The Maine Conservation School, located at Bryant Pond, is also administered in the Division of School Operations. Conservation and environmental courses were conducted for a total of nine hundred thirty-two (932) junior/senior high school pupils and adults in this residential setting during the 1981 season.

Division of School Nutrition Programs. The Division administers and supervises the federally subsidized food service programs for public schools, summer recreation sites and summer residential camps. In addition, the unit administers the Nutrition Education and Training Program which has as a priority goal of making available a Basic Nutrition Course to all teachers and school food service personnel.

Maine received nearly $14,000,000 to assist schools and other sponsors in providing nutritious meals for children and youth. The State provided $104,000 in matching funds. All meals served to children were reimbursed in whole or in part by Federal funds. In December, 1981, participation in Maine schools averaged 118,395.

Meals Served Daily, December, 1981

Program	Free	Reduced Price	Regular Price	Total
School Lunch	42,158	15,836	51,611	109,605
School Breakfast	4,974	777	1,251	7,002
School Milk	556		1,232	1,788

The income guidelines for free and reduced price meals were changed to restrict the number of families qualifying for these benefits as of March 16, 1981, causing a reduction of participation at all levels.

The Summer Program is reaching fewer children, but more Maine children this year. As regulations have changed, residential camps have dropped from the program and schools have entered the program.

Meals Served During Summer of 1981

Breakfast	70,151
Lunch	106,413
Supper	60,645
Supplement	48,224

Donated Commodities. Forty-five (45) various products were received from the U.S. Department of Agriculture and were distributed to recipient agencies during this fiscal year. Products included dairy items, meats, poultry, vegetables, fruits and various grain products.

Recipients included approximately 121,000 children in school lunch and residential child care centers, 11,000 young people in summer camps and 3,500 persons in tax exempt, non-profit institutions. Certain dairy products were also made available to forty-seven day care centers for children and five senior citizens centers. A special distribution of over 16,000 cases or 480,000 lbs. of processed cheese was provided to local Food Banks and Community Action Centers for distribution to needy persons under presidential directives.

For eleven months ending May, 1982, 7,333,511 lbs. were distributed with an approximate value of $3,740,000 to all recipients.

This Distributing Agency has entered into processing agreements with eleven different companies producing breads, pizzas, salad dressings, low fat milk, and fish products. Recipient agencies receive the value of USDA products included in finished end products.

Division of Transportation, Driver Education and Safety. The Division provides Driver Education program approvals and assistance to secondary schools. Approved programs were offered by 138 schools which issue completion certificates to 8,800 students.

One hundred thirty-eight (138) school bus purchase approvals were issued and the expenditure of $4.0 million in school bus purchases and bus note payments were certified for the fiscal year.

Division of School Facilities. Information reported under Maine School Building Authority.

PUBLICATIONS:

Maine Nutrition Education Needs Assessment (From state-wide assessment) 1979-1980 Technical Report. (Free—receive copy from State Depositories)

Resource Guide for Nutrition Education Annotated Bibliography (Free—receive copy from State Depositories)

Breakfast Brochure (Advertising Brochure)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SCHOOL MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,164,045	920,977			243,068	
Health Benefits	43,755	35,179			8,576	
Retirement	174,453	139,216			35,237	
Other Fringe Benefits	664	516			148	
Other Contractual Service	2,156,961	1,698,307			142,395	316,259
Rents	2,632	1,850			782	
Commodities	90,809	66,194			24,182	433
Grants—Subsidies—Pensions	15,059,520	986,635	15,747		12,008,760	2,048,378
Buildings and Improvement	2,265,502	211,041				2,054,461
Equipment	149,748	67,034			41,498	41,216
Interest—Debt Retirement	868,545					868,545
Transfers to Other Funds	124,509	110,000			14,509	
TOTAL EXPENDITURES	22,101,143	4,236,949	15,747		12,519,155	5,329,292

BUREAU OF VOCATIONAL EDUCATION

ELWOOD A. PADHAM, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2621
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 076; *Citation:* 20 M.R.S.A., Sect. 1B

Average Count—All Positions: 583⅓ *Legislative Count:* 399

Organizational Units:

Division of Program Services
Division of Secondary Vocational Education
Division of Adult & Community Education
Division of Postsecondary Vocational Education

PURPOSE: The major goal of this Bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Vocational Education is authorized to administer State vocational-technical institutes and vocational centers and regions; to develop a State Plan for Vocational Education; to provide vocational educational opportunities as an integral part of secondary and postsecondary public schools; to provide consultant services to

local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; to provide financial aid to local education agencies; to expand and to improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; to arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; to coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Department of Education.

ORGANIZATION: The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education who served as chairman, and two additional members appointed by the Governor. In 1931, the Board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new Board consisted of the Commissioners of Health and Welfare, and Labor, and the Commissioner of Education who retained chairmanship. In 1949, the Board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Educational and Cultural Resources (Services) was formed, and divided into four bureaus, including the Bureau of Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

PROGRAM: The programs of the Bureau of Vocational Education are several but similar in form:

Vocational Education in Secondary Schools.

Agriculture and Natural Resource Programs: During fiscal year 1981-82, 31 programs of vocational and general agriculture were in place at the secondary level throughout Maine. In addition, there were five postsecondary vocational programs (VTI's) that included agriculture related programs such as wood harvesting, marine occupations, horticulture, and ag mechanics. A total of approximately 1,350 students were served in both the secondary and postsecondary agriculture and natural resource programs. Several school systems across the State also offer courses in agriculture and natural resources that do not constitute a complete program. There was a marked increase in adult education course offerings in agriculture and natural resource areas.

Business Education: Business education, a broad and diverse discipline, was offered to several thousand students at 128 of Maine's senior high schools during 1981-82. Student enrollment at the three sites recently approved by the State Board of Education as vocational business programs totaled 300—30 males, 270 females.

Educators in business began the 1981-82 school year with a convention on October 2-3, 1981, at Squaw Mountain Resort, Greenville, Maine. Eugene Babineau, department chairperson at Fort Fairfield High School, was recognized as Business Teacher of the Year while in attendance at the convention.

Council members of the Business Education Association of Maine critiqued a list of topics and selected three for the annual inservice training series. "Word Processing Today and Tomorrow" was held in Portland November 4, 1982. "Public Relations" was discussed at the Brewer Savings Bank January 6, 1982 (a repeat of this session was presented to Aroostook County teachers at Fort Fairfield High School March 27, 1982). The final workshop, "Written Communication and the Business Teacher" took place at Lewiston March 6, 1982.

Cortez W. Peters, Jr., the undefeated typewriting champion and the father of Diagnostic/Prescriptive Typewriting, conducted a 1981 summer seminar at Thomas College, Waterville, Maine. He returned to Maine to do an encore at Westbrook April 10, 1982. Many business teachers are now using typing methods developed by Dr. Peters.

A committee of shorthand instructors, with Dr. Roberta Stearns as liaison editor, met at Thomas College, Waterville, Maine, in the summer of 1981 to draft a curriculum guide in shorthand. In late fall each member of the writing committee received a rough draft to critique. Their input was noted in the final draft which was sent to a committee selected to review the materials compiled. The guide, now in its final form, will soon be printed and disseminated.

A group of teachers used the same prc edures in developing a guide to assist data processing teachers. This guide, too, will soon be printed and disbursed.

An annual conclave for future business leaders and local advisers took place at Westbrook High School, Westbrook, Maine, April 3, 1982. Two hundred fifty from 17 different schools attended. Donald Berry, Jr., a junior at Belfast Area High School, was elected president of the State association. The association's first male president will travel to Indianapolis, Indiana late in June 1982 to attend Future Business Leaders of America nationals.

Tests in seven business subjects were administered to 263 business students at two locations on May 14, 1982—Thomas College, Waterville, and Northern Maine Vocational-Technical Institute, Presque Isle. Winners of each respective contest were given cash awards of $100 (1st), $75 (2nd), and $50 (3rd). Certificates and ribbons were awarded the 1,832 regional competitors.

Distributive Education: In 1981-82 over 500 students from 18 marketing/distributive education programs enrolled. The handbook developed for marketing/distributive education teachers will soon be printed and distributed.

Again this year a student from the Westbrook High School marketing/distributive education program won the Phillip's 66 Free Enterprise Contest. The student's victory entitles her to compete at the national Distributive Education Clubs of America (DECA) convention in Chicago, Illinois in June 1982.

Four hundred twenty-five marketing/distributive education students and adults registered at the 14th annual DECA conference which assembled at Husson College, Bangor, Maine on May 11, 1982. Vocational Region 10, Brunswick, accumulated the greatest total of points and was presented the trophy as the outstanding marketing/distributive education program. Businesses from the Bangor area donated to the costs of the brochures and the purchase of trophies.

Marketing/distributive education coordinators, at meetings conducted during 1981-82, expressed a desire for more information about the Interstate Distributive Education Curriculum Consortium system. Experts in the management of the system will present at a summer (1982) workshop. Competency based activities will also be discussed at the training session. Presentors will show how the competency based activities may create changes in marketing/distributive education programs of studies and how they are reflected within competitive events at the marketing/distributive education State conference.

Consumer & Homemaking Education: In 1981-82, there were 120 senior high schools and 67 middle/junior highs offering consumer and homemaking education to girls and boys. Several of the 120 senior teachers also taught junior high students at their same schools. About 18,000 students in grades 9-12 were enrolled in home economics courses. Nineteen percent of those were males.

Scheduled visits were made to 32 schools around the State. Several others were made to assist first year or returning teachers, to help teachers with curriculum development, discuss facility changes, and to assist administrators who requested service.

Ten Maine home economics teachers area meetings and one all-day regional workshop were held to provide upgrading and inservice education opportunities to teachers. Focus of the meetings was "Management of Resources."

The Maine Home Economics Teachers Association, in cooperation with the Maine Home Economics Association, co-sponsored an all-day "management" workshop designed for teachers and others concerned with the subject.

The home economics related occupations and consumer and homemaking education consultants coordinated a one-week summer workshop for food service and home economics teachers.

The curriculum committee of the Maine Home Economics Teachers Association held a dinner meeting to advise the State consultant about teacher needs for inservice, curriculum development, and other concerns of home economics teachers. The group began program plans for an all-day workshop to be held in September 1982.

Southern Maine Vocational-Technical Institute continued to offer an elective called "Consumer Nutrition and Personal Finance Education" for which consumer and homemaking education funds were provided. Forty-nine males and seven females enrolled in the one-semester course.

For the first time, the instructor at SMVTI offered an educational program at a senior citizen housing site entitled "Cooking Nutritional Meals for One or Two Persons." Sixty-five

residents attended the seminar, which focused on better nutrition for senior citizens.

The consumer and homemaking program continued at the Maine Correctional Center in South Windham. The full-time instructor served about 75 clients this year through a series of mini-courses and special classes held two evenings a week. Both males and females have been enrolled.

A rough draft of the "Effectiveness Study of Consumer and Homemaking Education" has been completed and is in the process of being edited. Target for completion is September 1, 1982.

A *Program Planning and Curriculum Development Guide for Consumer and Homemaking Education in the State of Maine* was completed and distributed to teachers and other interested persons in December 1981.

A two-day leadership workshop was held in the fall of 1981 at the University of Maine, Farmington campus for Maine Future Homemakers of America officers, district chairmen, and their advisers. The Executive Council provided leadership for 465 girls and boys from 33 chapters which were affiliated with the State and National associations.

The annual FHA convention was held in May of 1982 at the Samoset Resort in Rockport. Over 300 youth and adults participated. Focus of the convention was nutrition. Maine's first male president was elected by the delegates.

Six Future Homemakers of America district conventions were held during the year under the guidance of the State and district advisers. The meetings addressed the needs of the handicapped.

The Maine Home Economics and Health Occupations Resource Center continued to serve home economics, health occupations, wage-earning, and some other teachers. Curriculum materials were circulated over 6,000 times during fiscal 1982. Several workshops were provided by the coordinator. The Resource Center advisory committee met twice during the year to provide input for new resources and assist the coordinator with administrative decisions.

Consumer and homemaking funds were provided to the two institutions training home economics teachers. The State consultant and college directors/teacher educators met several times to coordinate a cohesive home economics program around the State.

The State consultant serves as a member of the home economics advisory council for the University of Maine at Farmington.

Industrial Arts: There are presently 187 industrial arts programs in the State of Maine, with 367 instructors. During the 1981-82 school year, six industrial arts programs were taught by substitute teachers compared to 13 programs for the 1980-81 school year. This is due to the critical shortage of certified personnel. It appears that recruiting efforts on behalf of the Bureau of Vocational Education at the state, local, regional, and national levels are alleviating this shortage.

Staff development efforts for the 1981-82 school year included a pre-service institute to prepare the substitute teachers to assume their instructional roles more effectively. Other inservice activities included the involvement of industrial arts teachers in the Individualized Education Plan process for handicapped children, receiving instructor input on a new safety guide, a seminar at the University of Southern Maine on the use of micro-processors in industrial arts. Efforts in alternative energy education also continue at a state and local level.

Many teachers in the State of Maine had the opportunity to attend the 44th annual international conference in Hartford, Connecticut of the American Industrial Arts Association. The program included some 150 presentations on applying current technology to industrial arts education as well as 12 workshops covering micro-processors and special education issues in industrial arts.

Maine will host the annual New England Industrial Arts Teachers Association conference at the Samoset Resort in Rockport, Maine in the fall of 1982.

Health Occupations: The Bureau continued the coordination of effort with the Maine State Board of Nursing and the Maine State Nurses Association as pertains to the dissemination of information on pertinent legislation, career mobility, and future directions of nursing education in Maine. This effort was accomplished via workshops, forums involving instructors and administrators, and broad representation from other State institutions and agencies as well as through the input of the Maine State Advisory Board for Health Occupations Education and the professional association, Maine Health Occupations Educators Association (MHOEA).

The Bureau continued the issuance of State Certificates of Training for Vocational Educa-

tion programs offering assistants to nurses training programs through secondary, postsecondary, and adult education. A permanent record file is maintained in the office of the State health occupations education consultant.

Kennebec Valley Vocational-Technical Institute's School of Practical Nursing in Waterville continued the articulation program in career mobility for graduates of the State's health occupations programs. This project responds to the State and National outcry to open up otherwise dead-ended careers to allow for horizontal and vertical career mobility. The Waterville project will link qualified completers from basic certified assistant to nurses level to the practical nursing program via advanced placement. This year's project was expanded to allow eligible students from other secondary health occupations education programs in the State to challenge into the KVVTI LPN program.

In February of 1982, the Maine State Board of Nursing approved a satellite program for practical nursing at Ellsworth. This program, which is an extension of Eastern Maine Vocational-Technical Institute's School of Practical Nursing, was funded by Penobscot Consortium (CETA) and Project Hancock, a consortium of hospitals in Hancock County. This funding support was in response to an overwhelming manpower need and student interest in the Hancock County area. Graduates of the program are assured of jobs in area health care institutions following graduation and licensure.

In March of 1982, the Maine State Board of Nursing approved the State's first LPN to Associate Degree RN upgrade program at Northern Maine Vocational-Technical Institute in Presque Isle. The program, which was implemented in June of 1982, will serve 20 students who are licensed practical nurses with a minimum of one year's work experience. The 12-month program will serve to meet the severe manpower shortage of RN's in Aroostook County. Additional funding support for the program was supplied by Aroostook County health care facilities who will employ the program's graduates. In May of 1982, funding support was given to KVVTI's School of Practical Nursing in Waterville for January 1983 start-up of an LPN to Associate Degree RN upgrade program which will serve ten students.

Wage-Earning: Increased emphasis was placed upon upgrading teaching skills with special emphasis upon meeting the needs of handicapped, disadvantaged students in vocational programs. One workshop course was offered for vocational food service instructors and the State Food Service Advisory Board was expanded with regional meetings for the southern, central and northern sectors.

In the spring of 1982, a curriculum revision project to update the secondary food service guide was begun. Input from the State Advisory Board and veteran instructors is key to the improvement of the curriculum materials. The project is being directed by Prof. Richard Carter, University of Southern Maine, in cooperation with the Bureau of Vocational Education.

The Portland Vocational Center child care program became the first in the State to become affiliated with the Child Development Associates Consortium, a national credentialing program approved by the U.S. Office of Education. Graduates of the program who are credentialed by CDANCP are readily employable in the United States as a child development associate.

Trade and Industry: The number of trade and industrial programs has increased to 263 offerings covering some 32 occupational areas. These programs are in 49 locations throughout the State and will serve in excess of 5,500 students this year.

The inservice contract with the University of Southern Maine has been renewed and continues to provide a wide range of workshops, courses, and independent study opportunities for trade and industrial instructors. These are conducted in a number of locations throughout the State to permit easy access for professional development of vocational instructors.

Five vocational centers and regions participated in program evaluations this year. These evaluations were conducted both through the New England Association of Schools and Colleges, Inc. and the Maine "P" form mechanisms. The results of these evaluations will become our focus for program improvement in the coming year. Many of the recommendations revolve around curriculum issues and curriculum updates are another focus for the 1982-83 fiscal year.

Handicapped Persons: Vocational education programs for handicapped individuals in secondary schools are designed to teach job skills at levels commensurate with ability. The capabilities and individual needs of students are determined by Pupil Evaluation Teams and are outlined in the Individual Education Plans. These projects must insure that appropriate support (related) services are provided to help handicapped students benefit from vocational

education. These services include job placement and follow-up, specialized vocational counseling, remedial instruction, and other services as outlined in the Individualized Education Plan. A total of 17 projects were funded by the Bureau of Vocational Education with federal monies. During the year, 553 handicapped students received special services through the federal projects. In addition, many handicapped students were served not needing special services.

Cooperative Agreement: Two of the long range goals for fiscal year 1981 have been met and has been expanded during FY 1982. The cooperative agreement between the Division of Special Education, Bureau of Rehabilitation, and the Bureau of Vocational Education was explained to key persons in local educational agencies in 12 locations throughout the State. The purpose of this interagency agreement is to provide guidelines and encourage cooperative planning for all persons working with handicapped students at the secondary level. The second stage of the State's cooperative effort to encourage planning at the local level is in progress. Nine Statewide meetings (involving 158 administrators and staff) have been held to assist local units in developing their own cooperative agreement that will help plan the sequence of events and areas that need to be addressed. These local agreements are in various stages of completion. The goal for FY 1983 is to assist local educational agencies to implement programs using the local cooperative agreements and resource material that has been developed.

Teacher Training: During fiscal year 1982 a top priority of the Bureau of Vocational Education was and will continue to be the training of occupational and vocational staff, as well as correctional system personnel, in techniques and methods of identifying and working with students who may be recognized as disadvantaged or handicapped. A contractual relationship with the University of Southern Maine has been developed for implementing a staff development system to improve instructional competence of vocational teachers of Maine so that they can deal more effectively with handicapped and disadvantaged student populations. The concept of ongoing, long-term commitments to staff development efforts within vocational institutions of Maine has been encouraged, and more emphasis is being given to individual professional growth of vocational educators.

This fiscal year $131,288 was allotted to provide 60 workshops with a participant enrollment of 1,079, eight institutes with 139 participants, 17 mini-courses—196 participants, 1 course with an enrollment of eight participants, and a Vo-Ag program with four participants.

Workshop topics were in the areas of: Methods of Instruction for Working with the Disadvantaged and Handicapped, Methods of Curriculum Development, Pre-Service Institutes, Proposal Writing, Practices and Trends in Special Education, Metrics, Programming for the Handicapped, Blood Pressure Certification Courses for Health Occupations Teachers, Functional Programming for Handicapped, Teacher Liability Workshop, Workshop on Craft Committees, Developing Admission Procedures for Handicapped Students, Safety Workshop, Training the Non-Traditional Student and Worker, Designing and Implementing Effective Individual Education Plans, and Methods in Developing Teaching Aids for Wood Harvesting Instructors.

Disadvantaged Persons: Twenty-eight projects were funded during fiscal year 1982 and provided services to 1,062 secondary, postsecondary, and adult students. These services include skill development, developmental math, developmental reading, guidance, and placement. These projects include services to displaced homemakers and inmates at correctional institutions. A major goal for FY 1983 is to continue refinement of the accountability system for identifying support services received by disadvantaged students at vocational-technical institutes.

Evaluation: The Bureau of Vocational Education continued to operate under management by objectives during fiscal year 1982. The process entails a self-evaluation lasting six or seven months and a special team visitation to audit the self-evaluation results. Five schools have been involved in the self-evaluation process and have been given five-year approval by the State Board of Education during FY 1982. Six schools have begun their evaluation process during FY 1982 and will be going for State Board approval during FY 1983. Six other schools will be involved in the self-evaluation process during FY 1983.

Construction of Schools: Vocational Region 10, Eastern Cumberland-Sagadahoc County vocational facility is now under construction. Region 9, Northern Oxford County, plans to request concept approval for a vocational education facility in February 1983.

Exemplary and Research: The pilot project for handicapped students was completed in one of our vocational regions. This model was developed at a vocational region in conjunction with the Bureau of Vocational Education and the Division of Special Education. This project

developed objectives, policies, and strategies as they relate to handicapped students in vocational education programs.

The Maine Audubon Society is continuing to refine the five curriculum guidebooks that they are working on dealing with vocational education and the importance of energy efficiency. Guidebooks are being developed in the following areas: home economics, building trades, plumbing and heating, marine occupations, and auto mechanics. These guidebooks convince, motivate, and direct vocational educators by connecting energy education with a teacher's own experience, interest, and need. Basic energy concepts are identified and explained. Learning activities and methods are developed which integrate energy materials and concepts into classroom, laboratory, and workshops.

The State Board of Education approved the implementation of the LPN to Associate Degree in Nursing program at NMVTI, and implementation will start in June of 1982.

Vocational Education in Postsecondary Schools: Maine has six postsecondary vocational-technical institutes (VTI's) located throughout the State. These institutes are funded by State legislation, while the State Board of Education has responsibility for their operation, administration, and supervision through the Department of Educational and Cultural Services, Bureau of Vocational Education. As stated in Maine's State Plan for Vocational Education, the major goal of postsecondary vocational education is to provide quality programs and services to all citizens who need and desire occupational or technical education at the postsecondary level. Achieving this goal is the responsibility of Maine's six vocational-technical institutes. The six VTI's offer a wide range of technical, industrial, health, and business programs at the associate degree, diploma, and certificate levels.

Full-time daytime enrollment at the VTI's for fiscal year 1982 was 3,513. Each institute offers an adult education program, and enrollment for 1981-82 is estimated at 17,000 students. The VTI's offer an estimated 120 programs each year. In 1981-82, they employed 299 instructional staff and have an administrative staff of 38.

Student aid is made available to VTI students through College Work Study, State Scholarship Grant, State Student Incentive Grant funds, along with individual scholarships offered at the respective VTI's. Remedial programs are offered through Federal Vocational Education funds. CETA programs are funded at the VTI's under the six percent Vocational Education Grant through CETA Title II funds.

As a result of the bond issue in June of 1980, additional buildings and repairs were approved for the VTI system. During this fiscal year, construction has been started on the Mechanics Trade Building at NMVTI, the Machine Tool Mechanics Building at SMVTI, and roofing at EMVTI. A building and campus has been purchased to house some industrial trades programs at KVVTI, and bids have been processed for additional construction to complete that project.

VTI Work Study: College Work Study programs are offered by each of the postsecondary vocational-technical institutes to aid students with their educational costs. During fiscal year 1982, an estimated 570 students participated in work study programs. Students were employed as office workers, custodians, maintenance helpers, and groundskeepers.

Industrial Education Degree Programs: Four hundred fifty (450) persons are matriculated in Industrial Education degree programs at the University of Southern Maine. At year's end, 25 received baccalaureate degrees in Industrial Education and 30 received baccalaureate degrees in Industrial Technology.

Cooperative Vocational Education and Work Study Programs: In school year 1981-82, 68 cooperative education programs were operated in the State. Of the total number, 39 programs were offered through vocational centers and 24 through the vocational regions. A summer workshop during 1981 was held at Thomas College for the coordinators of cooperative education programs.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational-technical institutes, vocational centers and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1981 fiscal year, total enrollments in these categories were nearly 23,000. The Bureau of Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing—a method of guiding apprentices through related instruction—continues to be one of the Department's major thrusts.

Maine Adult Education Program: Public school adult education in the State of Maine includes the Adult High School Diploma program; the GED program, general evening school, community education, adult handicapped, basic literacy (State funded), and adult basic education (federally funded). One hundred twenty-nine local agencies in the State now offer some type of adult education programming. Enrollments during fiscal year 1981 totalled nearly 80,000. The adult high school diploma and GED programs are geared for adults to earn their secondary school credentials, while general evening school offers programs in avocational skills. Basic literacy programs are offered those persons with a low level of educational attainment, and adult handicapped programs are offered for those adults with physical or emotional handicaps who find it difficult to participate in regular adult education programming. Community education is a concept of involving the community in the educational process, including the utilization of citizens' advisory councils.

Fire Service Training: The Fire Service Training program operates with one full-time consultant, one full-time supervisor, one part-time secretary and 21 intermittent part-time instructors. During the fiscal year 1981-82, the Fire Service Training program conducted approximately 160 schools in the following areas: Basic Pumps, Advanced Pumps, Ladders, Hose, Tactics, Protective Breathing Apparatus, Aerial Ladders, Handling Hazardous Materials Emergencies, Fire Officers Training, Fire Department Laws, Ventilation, and other related courses. 1,726 fire personnel successfully completed courses in their individual departments.

Many requests were fulfilled by the consultant and supervisor to help chiefs develop detailed specifications on new fire apparatus, testing of new and used apparatus, and consultant service was provided on a wide range of fire protection and training needs of individual local fire departments. Services to industrial fire brigades were provided to several Maine industries, as this area continues to request assistance due to OSHA regulations.

In line with those goals identified in the "Five Year Plan for Statewide Fire Service Education and Training for the State of Maine" and that can be addressed within current funding levels, the following objectives have been accomplished:

The Maine State Fire Academy trained and certified 19 firefighters at Firefighter I & II proficiency level.

Provided planning and logistical support to four regional fire attack schools where 1,718 firefighters attended short, intensive training sessions.

Fulfilled 180 requests for instructional aids and materials by local fire departments in order to augment their efforts to develop a better trained and more effective and efficient firefighting force.

Consultant met with members of the Commissioner's Advisory Committee on Fire Service Training in an effort to further develop working relationships with those organizations concerned with the protection of Maine people from the ravages of fire.

The Maine Fire Chiefs' workshop series was reborn with two one-day sessions dealing with developing fair hiring practices and developing mutual aid systems. Ninety-nine of Maine's fire chiefs and officers attended those sessions.

Veterans Education: During fiscal year 1982, the Veterans Education Unit of the Department continued to work with officials of schools and job training establishiments to maintain and enhance the quality of education and training provided to veterans and eligible dependents. School and training establishment activity remained stable throughout the year. Funding was consistent with that of previous years.

Veterans legislation at the Federal level remained dormant while the Department of Defense and both houses of Congress pursued studies in an effort to determine the most effective and efficient program for recruiting and retaining highly qualified military personnel.

Maine was honored to be selected as the site for the 35th annual summer conference of the National Association of State Approving Agencies, Inc. The conference was held in Portland.

During FY 1982, the Veterans Education Unit continued approval and supervisory activities with 37 institutions of higher learning, 22 branches of these 37 institutions, 64 schools which offer non-college degree programs and over 160 training establishments which offer one or more on-the-job training programs. There were approximately 2,000 veterans and eligible dependents participating monthly in education and training programs throughout the fiscal year. They brought approximately $12,000,000 into Maine through the receipt of Veterans Administration educational benefits.

LICENSES, PERMITS, ETC.:

Certificate:

Certified Assistants to Nurses at Basic, Advanced, and Administration of Medications (Pharmacology) levels

PUBLICATIONS:

Various publications in the following categories are available free of charge:

Adult Education
Agriculture
Consumer and Homemaking Education
Home Economics Wage-Earning Programs
Industrial Arts
Trade and Industry
Vocational-Technical Institutes
Miscellaneous Bureau Publications
Directory of Schools and Training Establishments Approved for the Education and Training of Veterans and Dependents

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	799,949	248,937	47,042		503,970	
Health Benefits	21,903	6,091	706		15,106	
Retirement	120,265	38,796	7,192		74,277	
Other Fringe Benefits	856	462	12		382	
Computer Services—State	120,049				120,049	
Other Contractual Service	591,261	100,014	15,816		475,431	
Rents	3,514	2,291	4,210		—2,987	
Commodities	14,022	1,738	496		11,788	
Grants—Subsidies—Pensions	3,055,594	1,647,043	56		1,408,495	
Equipment	2,211	432			1,779	
Transfers to Other Funds	200,252		1,731		198,521	
TOTAL EXPENDITURES	4,929,876	2,045,804	77,261		2,806,811	

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE

NELSON J. MEGNA, DIRECTOR
WILLIAM L. VASSAR, Asst. Director

Central Office: 1250 Turner St., Auburn *Telephone:* 784-2385
Mail Address: 1250 Turner St., Auburn, Maine 04210

Established: 1964 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 440; *Citation:* 20 M.R.S.A., Sect. 57

Average Count—All Positions: 67½ *Legislative Count:* 67½

PURPOSE: The purpose of Central Maine Vocational Technical Institute (CMVTI) is to offer vocational and technical training. Full-time courses are aimed toward students who have completed or left the secondary school. Short-term courses are also provided for adult workers. Technical courses are at a level beyond the secondary school level and normally require high school graduation for entry. Other vocational courses offered are usually of somewhat greater depth and sophistication than similar courses offered at the high school level. As CMVTI expands, it is expected that most new courses will be at the technical level.

ORGANIZATION: CMVTI was organized on July 5, 1964, and first offered its curriculum of four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the institute leased the old "Buick Building" in Lewiston, and in January of 1966, it was relocated to its present site, located on a 110 acre tract donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The Institute now offers 11 programs of study: Architectural and Civil Engineering, Automotive Technology, Building Construction Technology, Electromechanical Technology, Graphic Arts Technology, Machine Tool Technology, Practical Nursing, Power Engineering Technology, Property Tax Assessment, Sheet Metal Technology and Welding Technology. Of these, Practical Nursing is a one calendar year in duration, commencing in September and completing in August. Welding is a 26 week program starting in September and completing in March. All other programs are two years in duration. CMVTI awards certificates, diplomas and associate degrees to these students who have successfully completed program requirements.

The CMVTI campus now includes three dormitories, a vehicle maintenance building, and the initial building which has sustained four additions to house the Graphic Arts, Practical Nursing, Machine Tool, Learning Resources, Sheet Metal, Power Engineering and Electromechanical Technology Programs.

As with the other vocational technical institutes, CMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services.

PROGRAM: Central Maine Vocational Technical Institute's program can be divided into 3 categories: full-time entry level programs, part-time supplemental programs, and special community interest programs.

Entry Level Programs. These are full-time intensive programs designed to provide training at the post-secondary level for entry into trade, industry or commerce positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields. An attempt is currently underway to allow for individual differences in regard to advanced placement of students within the courses, so as not to place students into redundant learning experiences.

To date, a number of learning modules have been produced with the aid of the Learning Resources Department. These modules are being tested and revised and put into use in order to increase the flexibility of courses, increase learning potentials, and improve instruction efficiency. This is an on-going effort.

Supplemental Programs. These are mostly evening part-time courses offered to employed and unemployed individuals in order to supplement their present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These programs draw on assets of the full-time programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Programs in this area range from seminars co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and a place to hold meetings, as well as a means of organizing such seminars. These programs may be presented either at CMVTI, or at other off campus locations, but under the sponsorship or co-sponsorship of CMVTI. Programs have been organized through CMVTI and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance in terms of the performance of employees in occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Over-all results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields. In addition, a more recent comprehensive ten year survey has just been completed, which shows that approximately 93% of those trained in the last ten years are still employed in their related fields, and that they have experienced career growth and advancements consistent with the stated goals and objectives of CMVTI.

During FY 82 there were approximately 450 full-time day students and approximately 2,000 night students receiving supplemental training at the Institute.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

CMVTI Catalog
CMVTI Student Handbook (current each year)
CMVTI Program Brochures (illustrated folders which describe each of the programs offered)
CMVTI Adult Education Catalog (issued twice each year)
CMVTI Alumni Newsletter (issued semiannually)
CMVTI Student Yearbook (prepared annually)

All of these publications are available without charge and may be obtained by addressing requests to the Institute.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,303,849	1,177,115	33,031		93,703	
Health Benefits	37,290	35,697			1,593	
Retirement	197,832	183,001	5,050		9,781	
Other Fringe Benefits	913	864			49	
Other Contractual Service	304,768	229,669	48,637		26,462	
Rents	34,538	34,148	390			
Commodities	380,377	304,215	74,780		1,382	
Grants—Subsidies—Pensions	118,562	157			118,405	
Equipment	143,406	57,309	36,614		49,483	
Transfers to Other Funds	4,480		2,341		2,139	
TOTAL EXPENDITURES	2,526,015	2,022,175	200,843		302,997	

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE

ALAN CAMPBELL, DIRECTOR
DR. THOMAS BURKE, Assistant Director

Central Office: Hogan Rd., Bangor — *Telephone:* 942-5217
Mail Address: Hogan Rd., Bangor, Maine 04401 — 289-2958

Established: 1965 — *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 441; *Unit Citation:* 20 M.R.S.A., Sect. 2263

Average Count-All Positions: 76 — *Legislative Positions:* 68

PURPOSE: Programs at Eastern Maine Vocational Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The Institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic priniciples of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker in the production or construction with which he is faced.

ORGANIZATION: EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of $1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop, and a laboratory wing. In 1971 these resulted in the inauguration of four new programs; Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for a total of approximately 200 students. A large building orginally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

Construction of a mechanical building to house 4 programs (welding, heating, air conditioning and refrigeration) has been completed. The programs were implemented in 1979-80. EMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: During FY 1982, the Eastern Maine Vocational-Technical Institute (E.M.V.T.I.) has operated fourteen (14) full time programs and 170 part time programs. There were 585 full time students and 2,000 part time students.

Major progress has been made in FY 1982 in handicapped access, roof repair, lowering attrition rates, lowering energy consumption, curriculum update, and adding several locations for part time programs.

The E.M.V.T.I. program is a planned balance of classroom, laboratory, and practical experiences designed to produce competent technicians. Students are encouraged to develop proper work attitudes and habits in conjunction with skill development. All students pursue a carefully planned related subject program in communications, mathematics, and social awareness that seeks to complement specific job skills.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

Eastern Maine Vocational Technical Institute—Catalog -'82-84
Student Handbook 1982-83
Adult and Continuing Education. A listing of fall semester CED courses (updated by semester).
Single brochure for all programs.
All publications are available without charge at the school.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,558,972	1,243,708	125,227		190,037	
Health Benefits	41,747	35,521	2,481		3,745	
Retirement	232,552	190,841	21,251		20,460	
Other Fringe Benefits	713	663	22		28	
Other Contractual Service	459,158	379,389	75,845		3,924	
Rents	13,908	10,980	2,928			
Commodities	360,664	199,540	154,754		6,370	
Grants—Subsidies—Pensions	253,070	2,905			250,165	
Equipment	96,496	39,467	5,349		51,680	
Transfers to Other Funds	7,703		4,802		2,901	
TOTAL EXPENDITURES	3,024,983	2,103,014	392,659		529,310	

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE

BERNARD A. KING, DIRECTOR

Central Office: Western Ave., Fairfield; Gilman St., Waterville *Telephone:* 453-9762
Mail Address: P.O. Box 29, Fairfield, Maine 04937; Gilman St., Waterville, Maine 04901
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 442; *Citation:* 20 M.R.S.A., Sect. 2263
Average Count—All Positions: 42 *Legislative Count:* 35

PURPOSE: As an institution of higher learning, K.V.V.T.I. is dedicated to the delivery of quality vocational technical education in the areas of the trades, allied health, business and industry.

In consideration of human, financial, and physical resources, K.V.V.T.I. provides job-entry skills through full and part-time regular or preparatory programs, as well as supplemental upgrading and retraining courses.

This Institute believes that vocational education and the development of a person must begin with the acquisition of relevant basic knowledge leading to a fulfilling and suitable skill; and that the process of acquiring a meaningful education must continue throughout one's lifetime.

Furthermore, it is our belief that K.V.V.T.I. provides quality programs and services to all those high school graduates (GED), the educationally disadvantaged youth and adults who need and desire vocational education and to assist them in exploring and participating in both traditional and non-traditional career options.

ORGANIZATION: Kennebec Valley Vocational Technical Institute (KVVTI) was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Technical Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVVTI occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979 the legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education along with the other five (5) vocational technical institutes (VTIs).

KVVTI is now governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: KVVTI offers the following full-time vocational programs: Heavy Equipment Maintenance, Carpentry, Electrical, Business Administration, Secretarial Science, Health Occupations, Medical Assistant, Respiratory Therapy Technician and Licensed Practical Nursing. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of all adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters-millwrights. Growth has been increasing to the point that KVVTI's programs are fully subscribed.

Current KVVTI goals are as follows:

Goal I. To provide quality programs and services to all high school graduates and/or GED.

Goal II. To provide quality programs and services to the educationally disadvantaged youth and adults.

Goal III. To encourage students to consider nontraditional programs.

Goal IV. To provide opportunities and assistance for the handicapped.

Goal V. To strengthen the relationship with private and public post-secondary schools.

Goal VI. To contribute to economic development and growth of the region and the state.

Goal VII. To continually strive for quality education.
Goal VIII. To provide quality administrative services to insure the proper direction and maintenance of facilities, resources, staff and programs.
Goal IX. Provide a quality physical plant to insure delivery of resources, staff and programs, and services comfortably and safely.
Goal X. Provide quality goals and objectives that are realistic and attainable.

The stated goals and objectives of Kennebec Valley Vocational Technical Institute outline the areas which will provide for growth and expansion.

KVVTI provided vocational education to over 250 regular day students and over 3,000 evening adults during FY 1982. Placement of graduates has averaged 82%. Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Adult courses cover a wider geographical area, from Jackman to Rockland and Damariscotta. KVVTI received full accreditation by the New England Association of Schools and Colleges in December, 1979.

During the summer of 1980 Kennebec Valley VTI purchased 60 acres of land and buildings adjacent to I-95 in Fairfield.

LICENSES, PERMITS, ETC.:

KVVTI awards diplomas to all students satisfactorily completing all one school year program requirements. Certificates are presented in the short term programs.

The NMVTI associate degree is granted to all students satisfactorily completing the two-year Business Administration or Secretarial program at KVVTI.

PUBLICATIONS:

KVVTI catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc.—free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures—free.

Brochures—assorted brochures which provide general information of the Institute's regular and adult education courses to interested citizens. Special brochure aimed at qualified veterans—free.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	763,079	600,596	58,551		103,932	
Health Benefits	19,765	15,620	993		3,152	
Retirement	116,705	93,031	9,052		14,622	
Other Fringe Benefits	275	275				
Other Contractual Service	129,134	71,737	41,659		15,738	
Rents	891	880	11			
Commodities	134,386	109,290	13,862		11,234	
Grants—Subsidies—Pensions	7,486		127		7,359	
Equipment	75,163	24,617	900		49,646	
Transfers to Other Funds	5,138		2,364		2,774	
TOTAL EXPENDITURES	1,252,022	916,046	127,519		208,457	

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

RICHARD KNIGHT, DIRECTOR
JAMES C. PATTERSON, Assistant Director

Central Office: 33 Edgemont Dr., Presque Isle *Telephone:* 769-2461
Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769
Established: 1962 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 443; *Citation:* 20 M.R.S.A., Sect. 2263
Average Count-All Positions: 90.5 *Legislative Count:* 70.5

PURPOSE: The major goal of this Institution is to provide quality instruction in various occupational skills and related subject areas. This assures the accessibility and diversity for graduates of our full-time and part-time programs to obtain employment in their chosen occupation. An additional goal is to provide services and learning experiences to students in an effort to provide leadership, citizenship, and the tools necessary to function in a complex environment as a productive citizen.

ORGANIZATION: NMVTI is a State supported, postsecondary institution, governed by the State Board of Education and administered by the Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A M.R.S.A.

The Institute was founded in 1961 and is located on an 87 acre tract on the former Presque Isle Air Force Base. For the first eight years the school operated from converted Air Force facilities. The first new permanent building was completed in 1970, and seven others have been added since that date. Construction of a new mechanical trades building is scheduled for completion in November of 1982.

The school began in 1963 offering four occupational programs with an enrollment of 78 students. In School Year 1981-82, NMVTI offered training in 17 occupational programs with an enrollment of 547 students. As a postsecondary institution, NMVTI offers two-year Associate Degree programs, two-year Diploma, and Certificate programs of 1 year or less.

PROGRAM: During FY 82 the Day School Division served over 550 students in 17 occupational programs. A total of 206 students graduated in May, 1981, with 49 receiving Associate Degrees, 128 receiving Diplomas and 29 receiving Certificates. Job placement opportunities were favorable with an anticipated placement rate of 85%.

The Division of Adult Education served over 2,500 students throughout the County offering various courses on campus and at satellite centers located in Hodgdon, Houlton, Van Buren, and Sherman. Training programs were also offered for business and industry. Special services and programs were offered during the year for various agencies such as CETA, Migrant Education, Aroostook Community Action Program (ACAP) and Forestry.

Major activities during the year included: 1) Administration and supervision of a Migrant program for High School age students to become familiar with vocational education; 2) Hosting the Fire Fighters Academy for two weeks; 3) Hosting the Spruce Bud Worm Spray program. NMVTI served as base headquarters for the total operation. Housing, feeding and office space was made available for up to 150 individuals; 4) Construction of the new mechanical trades building started this year and will be completed in November of 1982. 5) A joint project was undertaken by the Bureau of Recreation, City of Presque Isle and NMVTI to build a lighted soccer-softball athletic field. This project is expected to be completed by the Fall of 1982. 6) NMVTI was selected as the only site in Maine to offer the Small Business Administration Program and this Spring was cited as the leading training institution in the Small Business Program in Region I. 7) In the Summer of 1981, three former wood frame Air Force barracks were demolished. 8) An 8-week program for women was offered through the Women's Training Employment Program.

LICENSES, PERMITS, ETC.:
Associate Degree
Diploma
Certificate

PUBLICATIONS:
Pamphlets describing the occupational programs
Student Handbook
Annual Status Report
Institute Catalog
Financial Aid Brochure
Admissions Requirement Information Sheet
Admissions Summary Sheet
Adult Education Schedules—2 times per year
(These publications are all free.)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,930,382	1,337,022	224,813		368,547	
Health Benefits	52,776	41,398	3,739		7,639	
Retirement	273,907	199,667	32,583		41,657	
Other Fringe Benefits	1,140	1,038	57		45	
Other Contractual Service	559,866	381,035	125,932		52,899	
Rents	83,171	18,529	31,563		33,079	
Commodities	614,404	378,027	210,193		26,184	
Grants—Subsidies—Pensions	391,918	21,001	34,200		336,717	
Buildings and Improvement	6,122				6,122	
Equipment	124,300	40,980	27,922		55,398	
Transfers to Other Funds	13,396		7,444		5,952	
TOTAL EXPENDITURES	4,051,382	2,418,697	698,446		934,239	

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

WAYNE H. ROSS, DIRECTOR
WILLIAM WARREN, Assistant Director

Central Office: Fort Rd., So. Portland *Telephone:* 799-7303
Mail Address: Fort Rd., So. Portland, Maine 04106
Established: 1946 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 444; *Citation:* 20 M.R.S.A., Sect. 2263
Average Count—All Positions: 176 *Legislative Count:* 106½

PURPOSE: Southern Maine Vocational Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social

habits and attitudes. The institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility, to successfully compete in a chosen occupational field.

ORGANIZATION: Southern Maine Vocational Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences necessitated more comprehensive facilities. During the summer of 1952 the institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational technical institutes within the state required the name to be changed to Southern Maine Vocational Technical Institute, (SMVTI).

The present SMVTI campus of approximately sixty acres now consists of forty buildings, ranging from the technical instruction facilities to storage sheds. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography
Automotive Technology
Building Construction
Culinary Arts
Electrical Technology
Industrial Electronics Technology
Electronics Technology
Heating & Air Conditioning
Hotel-Motel-Restaurant Management
Industrial Electricity
Law Enforcement Technology
Practical Nursing
Machine Tool Technology
Marine Science
Plant & Soil Technology
Plumbing & Heating
Radiologic Technology
Respiratory Therapy
Wastewater Treatment Plant Operator

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the institute to maintain maximum efficiency of facilities and personnel.

SMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: The past year has been an interesting one for Southern Maine Vocational Technical Institute. The acceptance of the quality of the institution by students and employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,625 in the 81-82 school year. An additional 5,000 persons were served through the Adult Division in courses for upgrading, retraining and apprentices. This division also provided courses for over thirty area industries, businesses, trade associations and communities to assist in upgrading personnel. These courses are offered in-plant or on campus and are specifically designed for the industry.

SMVTI courses in York County Community College Services (YCCCS) had an enrollment of 89 students.

Financial Aid. The amount of financial aid obtained to assist students in completing their education amounted to approximately $600,000 for 80-81. Student assistance is received through federal programs of Pell Grant,Supplemental Education Opportunity grant, College Work-Study and Maine guaranteed student loans. The number of recipients grew to over 600 students who were also able to receive some personal as well as financial counseling through the program. The Veterans Cost of Instruction program on campus has received commendation for its services and continues to serve veterans. Job placement at graduation is holding at approximately 90%.

Other Activities. This past year has been one of energetic progress here at SMVTI, and as it goes into the decade of the 80's it is making great strides as a leading postsecondary educational institution in New England. It is interesting to note that a recently published enrollment fact sheet lists SMVTI as the eighth largest postsecondary educational institution in Maine in terms of full-time equivalency students enrolled.

Applications for admission to day programs have increased dramatically and may total

2,000 for next fall's 650 freshman slots. There continues to be a high demand for such programs as Culinary Arts, Electronics, Health Programs, Machine Tool Technology and Hotel/Restaurant Management. With the new Machine Tool building nearing completion, staff members look forward to expanding capabilities as well as continuing the successful apprenticeship program, a cooperative venture between SMVTI and area industries. Additionally, the Allied Health programs have developed rapidly. Radiological Technology, Respiratory Therapy, Radiation Therapy and Surgical Technology are now offered at the Associate Degree level. Placement of students in these fields, as in most SMVTI programs, is 100 percent.

Other changes in curriculum include a Dietitian Technician credential in Culinary Arts, a proposed program to upgrade Licensed Practical Nurses to Associate Degree Registered Nurses, a possible hardware-oriented, two-year program in Computer Technology, and numerous short-term technical programs, funded by CETA, to meet demands of industry in areas of Secretarial Science, Machine Tool, Building Construction and Electro-Mechanical Maintenance.

Our faculty has been provided with staff development funds to enable them to keep up with the growing technologies demanded by today's industries. We are proud of our faculty accomplishments, and they would be an asset to any school in the country. Our dedicated support staff personnel are amazing in the way they provide assistance in the operation of a facility of this size and contribute so much to the success of the institution.

A grant of $35,000 has been received from the federal government to upgrade the athletic field, and SMVTI will provide matching funds to complete this multi-use field. The matching funds will be coming from a benefactor who has donated funds to the school over the past three years. These funds have been invested for a campus-wide project.

A cooperative agreement between the City of South Portland and SMVTI is resulting in the development of the Spring Point Shoreway which will provide a walkway around the campus next to the shore front. Phase I has been completed with a walkway from the beach to the Electrical Building, and an arboretum is now under construction, along with a covered outdoor picnic area.

Public relations activities have included regular press releases on people and events at the institute, and improved relations with local media personnel. A tabloid newsletter summarizing the year's activities was published in May. In addition, special events include a two-day Open House in October.

In alumni development, a computerized master file of all graduates was created, thus enabling the institute to contact its 6,500 graduates. On June 26th a festival and homecoming celebration welcomed alumni for the first such time in seven or more years. During the 1982-83 school year, the administrative assistant will facilitate rejuvenation of the alumni association and return primary control to the graduates themselves. Administration will still maintain a close liaison with the group for events and mailings.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

No charge for any of the following publications:

Campus Map
Information Sheet
Admissions Policies
Program Brochures as follows:
- Applied Marine Biology & Oceanography
- Automotive Technology
- Building Construction
- Culinary Arts
- Electrical Technology
- Electronics Technology
- Industrial Electronics Technology
- Heating, Air Conditioning
- Hotel-Motel-Restaurant Mgt.
- Industrial Electricity
- Law Enforcement Technology
- Machine Tool Technology
- Marine Science
- Plant and Soil Technology
- Wastewater Treatment Plant Operator (booklet)
- Radiologic Technology
- Respiratory Therapy
- Plumbing and Heating
- SMVTI Catalog, 1980-1982

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,101,858	1,935,487	409,537		756,834	
Health Benefits	78,594	51,559	10,597		16,438	
Retirement	456,295	293,448	61,524		101,323	
Other Fringe Benefits	1,384	1,001	125		258	
Other Contractual Service	756,926	419,729	281,738		55,459	
Rents	22,607	11,070	6,341		5,196	
Commodities	611,123	456,461	118,674		35,988	
Grants—Subsidies—Pensions	298,115	25,115	2,100		270,900	
Buildings and Improvement	1,045	1,045				
Equipment	165,995	90,610	50,353		25,032	
Transfers to Other Funds	16,909		8,049		8,860	
TOTAL EXPENDITURES	5,510,851	3,285,525	949,038		1,276,288	

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE

PETER G. PIERCE, DIRECTOR
RONALD RENAUD, Assistant Director
MARTIN H. ARSENAULT, Dean of Students

Central Office: River Rd., Calais *Telephone:* 454-2144
Mail Address: River Road, Calais, Maine 04619

Established: 1969 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 445; *Citation:* 20 M.R.S.A., Sect. 2263

Average Count-All Positions: 58 *Legislative Positions:* 44

PURPOSE: The purpose of Washington County Vocational Technical Institute (WCVTI) is to provide post-secondary vocational technical education for citizens of Maine. Full-time instruction is offered in 16 occupational programs. Part-time instruction is provided to upgrade and retrain those already in the work force.

ORGANIZATION: WCVTI was established in 1969. Located on the outskirts of Calais, on a hillside overlooking the St. Croix River, the campus ranges over 400 acres of rolling open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, shops and library. Twelve occupational programs are offered at Calais. They are Automotive, Building Construction, Diesel Service, Electronic Communications, Food Service, Heating, Heavy Equipment, Plumbing, Residential Electricity, Secretarial Studies, Welding and Wood Harvesting.

In 1978 WCVTI established a Marine Vocational Center at Eastport. Private contributions and an Economic Development Administration Grant made possible the purchase of a waterfront site and renovation of instructional facilities. Four marine oriented programs are offered at Eastport. They are Boatbuilding, Commercial Fishing, Marine Mechanics and Marine Painting.

The curricula at WCVTI consists of a balanced schedule of classroom study and realistic shop projects. Students learn by doing, as well as by studying theoretical and technical aspects of the field. Each of the 16 instructional programs offered at WCVTI has been designed to

prepare students for existing job opportunities. Course content is revised on an annual basis to conform with the changes in requirements, regulations and innovations of industry. Training at the Institute is enhanced by courses in Communications and Personal Finance.

WCVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: WCVTI enrolled 351 full-time and 1,175 part-time students during the 1981-82 school year, and is accredited by the New England Association of Schools and Colleges. Furthermore, surveys indicate that most of the schools' graduates are employed in the occupations for which they were trained.

The current enrollment goal is 500 full-time day students.

LICENSES, PERMITS, ETC.:

Diploma
Certificate of Completion

PUBLICATIONS:

1. WCVTI Catalog 1980-82 (Free)
2. Individual Program Brochures (Free)
   - Automotive Technology
   - Boatbuilding Technology
   - Diesel Service
   - Electronic Communication
   - Food Service
   - Heating
   - Home Construction
   - Plumbing
   - Residential Electricity
   - Secretarial Studies
   - Welding
   - Wood Harvesting
   - Commercial Fishing
   - Marine Mechanics
   - Marine Finishing
   - Heavy Equipment Mechanics
3. Women In The Trades

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Fuads
EXPENDITURES						
Salaries and Wages	1,064,914	802,317	30,111		232,486	
Health Benefits	29,897	22,256	758		6,883	
Retirement	157,689	122,699	2,373		32,617	
Other Fringe Benefits	552	292	52		208	
Other Contractual Service	301,920	187,208	65,353		49,359	
Rents	26,551	26,532			19	
Commodities	408,162	277,728	114,518		15,916	
Grants—Subsidies—Pensions	11,402	713			10,689	
Equipment	78,109	27,052	1,181		49,876	
Transfers to Other Funds	3,639		1,395		2,244	
TOTAL EXPENDITURES	2,082,835	1,466,797	215,741		400,297	

BOARD OF EMERGENCY MUNICIPAL FINANCE

R. L. HALPERIN, STATE TAX ASSESSOR, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Established: 1935 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 319; *Citation:* 30 M.R.S.A., Sect. 5301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose and object of the establishment of the Board is to enable the municipalities that have fallen into financial difficulties to receive assistance from the State and to be reestablished on a sound financial basis, and to assure to the State the collection of the taxes due from the said municipalities to the State.

ORGANIZATION: The Board is composed of the Commissioner of Finance and Administration, the Treasurer of State, and the State Tax Assessor, who serves as chairman.

PROGRAM: The board is inactive unless the conditions described below exist in one or more municipalities. No activity occurred in FY 82.

The board is authorized and empowered, in the event that a municipality becomes one year and 6 months in arrears in the payment of its taxes to the State in full or in part, or defaults on any bond issue or payment of interest due thereon, or refuses or neglects to pay school and other salaries due and has received from the state funds in support of its poor, to cause to be made an audit of the financial condition of said municipality. The audit will be at the expense of said municipality. An investigation of the financial affairs of such municipality can be made that will reveal whether or not its affairs are in such condition that the interest of the State and public necessity, in the Board's judgment, require that its affairs be taken over and administered under the law. Further investigation of the affairs is then possible in order to determine the reason for such failure to pay such taxes and indebtedness and the reason for the need for state relief of its poor.

Whenever any municipality shall make application to the State for funds in support of its poor, the board is authorized and directed to cause to be made the audit and investigation provided for in the law.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

STATE EMPLOYEES' APPEALS BOARD

PAUL R. DUMAS, JR., CHAIRMAN

Central Office: 82 Congress St., Rumford *Telephone:* 364-2727
Mail Address: 82 Congress St., Rumford, Maine 04276

Established: 1967 *Sunset Termination Required to Start by:* December 31, 1981

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 320; *Citation:* 5 M.R.S.A., Sect. 751

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Employees Appeals Board was established to resolve grievances of employees of Maine State Government with their departments and agencies. Its primary responsibilities are to mediate the final settlement of all grievances and disputes between individual State employees, both classified and unclassified, and their respective State agencies, except in matters of classification and compensation; and to subpoena and require the attendance of witnesses and the production thereby of books, papers, public records and other documentary evidence pertinent to such investigation; and to promulgate operating policies and rules and regulations as necessary, establish organizational and operational procedures and exercise general supervision.

ORGANIZATION: The State Employees Appeals Board was established in 1967 as an impartial board of arbitration consisting of three members appointed by the Governor with review by the Joint Standing Committee on Labor and confirmation by the Legislature, for terms of three years. Members must be persons not employed by the State of Maine who have established a background positively indicating a capacity to mediate grievances between management and labor, one of whom must be an attorney admitted to law practice in the State of Maine. Responsibility for investigation of unfair employment practices in Maine State Government was formerly a function of the State Personnel Board. The Appeals Board appoints a chairman from its members and employs no other personnel or assistants.

PROGRAM: No report was submitted for the year 1979-80. However the Board was active, heard numerous grievances and rendered decisions on all of them.

During the year 1980-81, in addition to the usual grievances, the Board resolved the "sick-out" issue. Hundreds of employees had filed grievances against several State Departments claiming their rights to sick-leave and annual leave had been denied as the results of a massive walk-out.

This was a complex issue and several pre-hearing conferences were held with representatives from the Governor's office, the Personnel Department, Department heads, the Attorney General's office and counsel from MSEA. As a result of these meetings cases were consolidated; some were resolved through affidavits and the eventual result was that the approximately 50 cases still remaining were resolved in three hearings.

The Board has not been active since December of 1980 since grievances are being taken care of through arbitration, and as the result of legislation passed by the most recent session of the Legislature the Board was abolished on December 31, 1981, by Chapter 289 P.L. 1981.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $220 in FY 82.

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

ROGER L. SEVIGNY, CHAIRMAN
CHRISTINE S. GIANOPOULOS, Executive Secretary

Central Office: 32 Winthrop St., Augusta — *Telephone:* 289-2141
Mail Address: 32 Winthrop St., Augusta, Maine 04330 — 289-3094 (TTY)
Established: 1969 — *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 334; *Citation:* 26 M.R.S.A., Sect. 791
Average Count—All Positions: ¾ — *Legislative Count:* 2

PURPOSE: The Committee conducts an on-going program to promote employment of disabled persons. In carrying-out this function the Committee is to work with employers, public and private agencies, the community and consumers to identify needs and resources that affect employment opportunities for disabled citizens.

ORGANIZATION: The Maine committee was established in 1948 to provide a state program in cooperation with the President's Committee on Employment of the Physically Handicapped, which was established by an Act of Congress in 1947.

The Maine committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. The Committee is composed of 23 members appointed by the Governor.

PROGRAM: The Committee's principal function is to provide information, training and technical assistance on issues that affect employment of the handicapped, e.g. architectural barrier removal, public attitudes and vocational training. The work of the Committee is conducted through sub-committees on Architectural Barriers, Employment, Legislation and Education.

Architectural Barriers: Committee members assisted BPI in surveying accessibility of several State institutions. The Governor's Committee on Employment of the Handicapped responded to more than 200 requests from the public for information on accessibility. The Committee worked with the Governor's Office on an Executive Order requiring that all State-sponsored meetings be held in accessible facilities.

Employment: Committee members interviewed 40 Maine employers about their experience hiring handicapped workers; compiled a list of entry level jobs in Maine suitable for mentally retarded workers; and responded to individual employer requests for training and information.

Education: Produced two television public service announcements; assisted in the organization of a statewide equal rights conference; and staffed an exhibit at Common Ground Fair. Began work on a model curriculum for teaching about disability.

Goals FY 83. Assist sheltered workshops in efforts to create more jobs for mentally retarded workers. Complete model curiculum on disability; promote greater employer awareness of Governor's Committee on Employment of the Handicapped activities and monitor State agency plans to implement Section 504.

LICENSES, PERMITS, ETC.:
International Symbol of Access

PUBLICATIONS:
The following are available at no charge:
1. Affirmative Action to Employ Disabled People
2. Maine Guide for Handicapped and Elderly Travelers
3. Taxes and Disability

4. The Law and Disabled People
5. Mainstreet: Community Action for Disabled Americans
6. Maine's Laws on Architectural Accessibility

We also have a list of 50 publications that are available free from the President's Committee on Employment of the Handicapped.

FINANCES, FISCAL YEAR 1982: The expenditures for this unit are, by administrative decision, included with the Bureau of Rehabilitation.

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

ALAN MOONEY, CHAIRMAN
CONSTANCE IRLAND, Deputy Director for Planning and Conservation, Office of Energy Resources

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse, Sta. #53, Augusta, Maine 04333

Established: September 14, 1979 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 347; *Citation:* 10 M.R.S.A., Sect. 1414

PURPOSE: The Advisory Council oversees the development and implementation of Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Director of the Office of Energy Resources pursuant to that chapter. The Council also reported after two years to the Legislature regarding the implementation of the Energy Efficiency Building Performance Standards. This report was submitted in January, 1982.

ORGANIZATION: The officers are as follows: Chairman, Alan Mooney, Engineer; Vice-Chairman, Robert Mickless, Industrial Representative; Secretary, Harmon Harvey, Municipal Official.

PROGRAM: The Council was appointed in early 1980 and held its first meeting on January 29, 1980. After four additional meetings, the Council gave interim approval to the standards presented by the Office of Energy Resources staff. The standards approved by the Council were delivered to the Energy and Natural Resources Committee of the Legislature for review. Following this the Council gave final approval to the Energy Efficiency Building Performance Standards and they were adopted in July, 1980.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

STATE ENERGY RESOURCES ADVISORY BOARD

GORDON L. WEIL, DIRECTOR, OFFICE OF ENERGY RESOURCES

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 321; *Unit Citation:* 5 M.R.S.A., Sect. 5007
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State Energy Resources Advisory Board is to provide information and assistance in the development of a state energy resources plan and policy and with regard to the OER's activities as requested by the director. The board acts only in an advisory capacity and has no power to control the activities of the office.

ORGANIZATION: The State Energy Resources Advisory Board consists of the following: One member of the House of Representatives to be appointed by the Speaker of the House and to serve a term of 4 years; one member of the Senate to be appointed by the President of the Senate and to serve a term of 4 years; and one representative of the Public Utilities Commission and with those Legislators to serve ex officio; and 6 members to be appointed by the Governor, the members to be selected on the basis of their interest, education and experience in the areas of energy planning, research and development. The members appointed by the Governor shall serve 4-year terms except those first appointed who shall serve terms as follows: One representative of industry to serve a term of 2 years; one representative of labor to serve a term of 3 years; one representative of the academic community to serve a term of 3 years; one representative of the business community to serve a term of 4 years; and 2 representatives of the general public, one to serve a term of 2 years, the other to serve a term of 4 years. An entirely new membership was assembled in 1981.

PROGRAM: The board has had two meetings in the past year. Issues discussed included OER legislation and funding, and the use of funds received through a consent order between the Chevron Oil Company and the U.S. Department of Energy.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

BOARD OF DIRECTORS OF ENERGY TESTING LABORATORY OF MAINE

GORDON L. WEIL, CHAIRPERSON, BOARD OF DIRECTORS
J. DOUGLAS BROWNRIGG, Director, E.T.L.M.

Telephone: 799-7303
Central Office: Tripp Bldg., Southern Maine Vocational Institute, Fort Road
Mail Address: Southern Maine Vocational Technical Institute, Fort Road, So. Portland, Maine 04106

Established: 1979 *Sunset Review:* Not Established

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 424; *Unit Citation:* 10 M.R.S.A., Chap. 1001, Sect. 9101

Average Count—All Positions: 14.4 *Legislative Count:* 0

PURPOSE: Effective September 14, 1979, the Board of Directors of the Energy Testing Laboratory of Maine was established to oversee the Energy Testing Laboratory of Maine which is within the Department of Educational and Cultural Services. Specifically, the Board has the authority to set policies concerning testing, product approval, labeling, reporting, consultant services, hiring subject to the Personnel law and other matters relating to the operation of the testing laboratory.

ORGANIZATION: The composition of the board of directors is as follows: the State Fire Marshal or his designee; one member of the Oil and Solid Fuel Board, and one member of the Board of Boiler Rules, elected by the respective memberships of the boards; one representative of manufacturers of energy-related equipment, one representative of companies involved in the installation, but not in the manufacture of energy related equipment, one representative of the public, and one member from an insurance company's safety inspection department all appointed by the Governor; the Commissioner of Business Regulation or his designee; one member of the College of Engineering and Science of the University of Maine at Orono, selected by the dean of the college; the Director of the Office of Energy Resources or his designee; and the Commissioner of Educational and Cultural Services or his designee. Members of the board who are appointed or elected are appointed or elected for terms of 2 years and serve until their successors are selected and qualified. Board members receive no compensation but are reimbursed for necessary expenses incurred in the discharge of their duties at the same rates as would apply to employees of the State, subject to appropriations made. Any decision of the board of directors is subject to review by the State Board of Education.

FINANCES, FISCAL YEAR 1982: The Laboratory receives fees to cover expenses, which are included in the Southern Maine Vocational Technical Institute account for Energy Testing Programs.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, COMMISSIONER

Telephone: 289-2811
Central Office: AMHI, Ray Building *Incoming WATS line:* 1-800-452-1942
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 180 (includes 14 seasonal) *Legislative Count:* 80 (includes 2 seasonal)

Organizational Units:

Board of Environmental Protection
Office of Administrative Services
Bureau of Air Quality Control
Bureau of Land Quality Control
Bureau of Oil and Hazardous Materials Control
Bureau of Water Quality Control

PURPOSE: The Department of Environmental Protection's mission is to protect and improve the quality of the natural environment of the State of Maine and the resources which constitute it, and to enhance the public's opportunity to enjoy the environment. The department is authorized to direct growth and development in a manner which will preserve, for all time, an ecologically sound and aesthetically pleasing environment.

The department, through authority vested in the Board of Environmental Protection, exercises the police powers of the state to control, abate and prevent the pollution of air, waters, and coastal flats so as to prevent diminution of the highest and best use of the natural environment of the state. It recommends to the legislature classification or reclassification of surface waters and the control, abatement and prevention of environmental pollution and grants licenses and initiates enforcement actions according to environmental laws. Its staff negotiates and enters into agreements with federal, state and municipal agencies; administers laws relating to the protection and improvement of water, including wastewater discharge, oil discharge prevention, and control of oil-related pollution. It administers hazardous waste and solid waste management and licenses waste treatment plant operators. It also administers laws for the protection and improvement of air, site location of development, minimum lot size, shoreland zoning, and subdivision control. The department authorizes sanitary districts, oversees wetlands, great ponds, septic tank and cesspool wastes and exercises whatever other duties may be delegated by the Board.

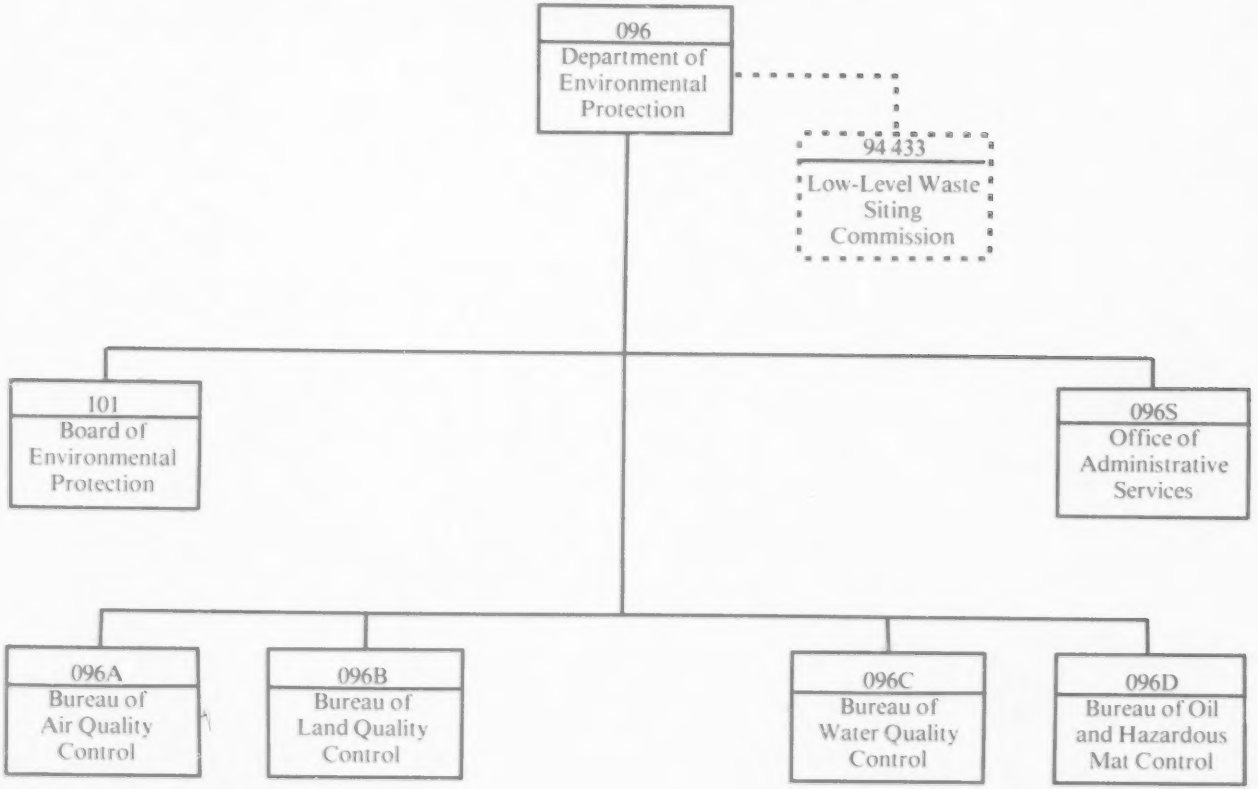
ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The Commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution studies and control and matters relating to air pollution. That title was shortened to Environmental Improvement Commission in 1969.

On July 1, 1972, the Commission became the Board of Environmental Protection (BEP) and a new Department of Environmental Protection (DEP) consisting of the statutory Bureaus of Air Quality Control, Land Quality Control and Water Quality Control plus the existing offices of Administrative Services and Technical Services was created. The new DEP's responsibilities included administration of the Site Location of Development Act, Oil Discharge Prevention and Pollution Control Act, Protection and Improvement of Air Act, Great Ponds Program, Solid Waste Management Act, Wetlands Control Act, the mining rehabilitation duties of the disbanded Maine Mining Commission, the Minimum Lot Size Law, plus the original statute, the Protection and Improvement of Water.

The Board consists of ten members appointed by the Governor, for terms of four years.

PROGRAM: The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the indivudal bureaus.

ORGANIZATIONAL CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06



Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,130,618	1,321,332	308,623		1,500,663	
Health Benefits	101,901	41,879	9,549		50,473	
Retirement	471,122	202,259	45,332		223,531	
Other Fringe Benefits	3,774	1,692	1,212		870	
Computer Services—State	41,465	32,474	6,300		2,691	
Other Contractual Service	919,403	314,721	274,877		329,805	
Rents	64,994	21,511	30,751		12,732	
Commodities	131,298	47,236	34,831		49,231	
Grants—Subsidies—Pensions	5,861,425	427	39,954		48,790	5,772,254
Equipment	220,851	64,966	95,825		60,060	
Transfers to Other Funds	200,979		53,952		147,027	
TOTAL EXPENDITURES	11,147,830	2,048,497	901,206		2,425,873	5,772,254

Information and Education Division. The division conducts a coordinated public information, education and participation program for the Department. It provides a continuous flow of information about the agency and its operations to the people of the state. The division provides services in the areas of press relations, audio-visual production, public information and referral, and technical library support. The division prepares and distributes news releases and feature stories, publishes a monthly newsletter, and prepares material for printing. Maintenance of a 24-hour toll-free telephone answering service, newsclip service with daily distribution, preparation of a departmental directory, and carrying out special projects are also provided by the division.

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority of the Department and, as such, is technically responsible for issuing all permits and licenses.

PUBLICATIONS:

The Kennebec: The Revival of a Dying River
Protecting Your Lake, A Citizen's Guide to the Great ponds Act.
Protecting Your Coastal Wetlands, A Citizen's Guide to the Wetlands Law.
Cleaning Up the Water, Private Sewage Disposal in Maine.
Sludge: The Resource of Wastewater.
Wastewater Treatment Grants.
Clean Water: Our Precious Resource.
The DEP—What Is It? How Does It Work?
The Air Around Us.
Your Rights and the Process.
What Public Participation Means To You.
Disposal By Incineration
EnvironNEWS, monthly bulletin containing reports on current environmental issues.
All are free.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $118,443 in FY 82 and are, by administrative decision, included with those of the Office of Administrative Services.

OFFICE OF ADMINISTRATIVE SERVICES

JAMES E. LEIGH, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2691
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096S; *Citation:* 38 M.R.S.A., Sect. 342
Average Count—All Positions: 20 *Legislative Count:* 9

PURPOSE: This office assists the commissioner and bureau directors in long range financial planning and in the preparation and management of annual and biennial budgets. The staff also provides centralized services in areas common to all bureaus, including personnel bookkeeping, accounting, purchasing, audit and records management.

ORGANIZATION: Within the Office of Administrative Services there are three functional units. The first is the Financial which provides centralized accounting and fiscal services for the department. In addition, some centralization of purchasing and property accounting is accomplished by this section. The second section, Personnel, is responsible for all staff personnel actions of the department, processing the paperwork on all personnel actions, advising employees on personnel rules and regulations, preparing payrolls and providing other personnel information and statistics as required. The third section, Computer Services, is responsible for the application of most departmental data processing and word processing needs including licensing, modeling, data analysis, trends and statistics. The department's data processing equipment was recently upgraded to speed and improve data handling capabilities and also provide for future system growth.

PROGRAM: The Office of Administrative Services provides day-to-day support services in the areas described in its purpose and organization for the entire department.

Key components of the data processing system were utilized to convert clerical duties from manual typewriters to computerized word processing. The expenditure was approximately $33,000.

A computerized Laboratory Management System for enhancement of analysis and quality control functions has been instituted.

Long range plans call for a computerized hazardous waste management system to cover manifest tracking for the New England States; an application tracking system for all departmental permitting functions and a project and time accounting system to aid management.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	334,998	184,869	6,272		143,857	
Health Benefits	12,141	5,969	261		5,911	
Retirement	52,145	30,244	970		20,931	
Other Fringe Benefits	715	611			104	
Computer Services—State	29,152	29,152				
Rents	1,018	752	266			
Commodities	8,535	8,239	296			
Grants—Subsidies—Pensions	205	201			4	
Equipment	49,731	739	48,817		175	
Transfers to Other Funds	13,778		1,728		12,050	
Other Contractual Service	99,038	87,059	9,889		2,090	
TOTAL EXPENDITURES	601,456	347,835	68,499		185,122	

BUREAU OF AIR QUALITY CONTROL

DAVID E. TUDOR, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2437
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096A; *Citation:* 38 M.R.S.A., Sect. 342
Average Count—All Positions: 28 *Legislative Count:* 11

PURPOSE: The Air Quality Control Bureau exists to carry out state air pollution law and the federal Clean Air Act Amendments of 1977.

ORGANIZATION: Three divisions compose the Air Quality Control Bureau: the Division of Air Quality Services, the Division of Technical Services, and the Division of Licensing and Enforcement.

PROGRAM: The quality of Maine's air is judged by the amount of six air pollutants present. These six chemicals, for which ambient air quality standards have been established, are total suspended particulates, sulfur dioxide, carbon monoxide, nitrogen dioxide, lead, and ozone.

The federal Clean Air Act Amendments of 1977 required states to review air quality data and designate those areas where standards for the six pollutants were not being achieved. This Act then required states to submit a "State Implementation Plan" to show how the state would attain the standards. In Maine, the following areas were designated as not achieving the standards, and the state submitted an implementation plan for them: Bangor for carbon monoxide and particulates; Lewiston for carbon monoxide; Thomaston, Augusta, and Baileyville for particulates; Millinocket for sulfur dioxide; and the entire southern part of the state for ozone.

EPA approved Maine's implementation plan with some minor adjustments. The state expects to achieve all required standards by December 1982, the date generally required by federal law. A major effort is now underway to accomplish the actions needed for attainment of the standards by the end of 1982.

The ongoing state monitoring program has discovered two new specific problem areas. Madawaska has shown high sulfur dioxide levels and Presque Isle has shown high particulate levels. The bureau is continuing to study these areas and may designate them as nonattainment in the near future. In addition the bureau is studying several other areas that show possible air quality problems.

Another aspect of the air pollution control program that has been expanded to meet newly developed federal requirements is a program called Prevention of Significant Deterioration (PSD). PSD requires that air which is cleaner than the standards require be protected as a natural resource. Regulations to implement this program were adopted and submitted as a part of the State Implementation Plan Revision. The regulations have been approved by the federal Environmental Protection Agency, and the State of Maine is now operating this program. As a result, new or modified air pollution sources in this state are not required to obtain additional federal permits.

State of Maine air pollution law requires legislative approval of ambient air quality and source emission standards adopted by the Board of Environmental Protection. All appropriate standards and regulations mentioned in the above revisions to the State Implementation Plan have been enacted by the legislature and are permanently in effect until modified by either the Board or the legislature.

Currently the development with the largest impact on air quality in Maine and the associated regulatory control program is the increased pressure, both economic and governmental to convert to coal and other potentially dirtier fuels. The bureau is attempting to develop regulations to avoid air quality problems yet allow such switches as expeditiously as possible. A proposed management approach has been developed, and workshops have been held around the state to collect information from possible suppliers and users of coal, as a first step in developing regulations. Final regulations are expected by early fall 1982.

Summary of Air Quality Activities

Permanent State Wide Network Sites:	*Number of Monitors*
	22 Total Suspended Particulate
	4 Sulfur Dioxide (Continuous)
	1 Oxides of Nitrogen (Continuous)
	7 Ozone (Continuous)
	6 Lead
	1 Carbon Monoxide
	1 Hydrocarbon (Continuous)
	2 Fine Particulates

In addition, the Bureau has required many industries to operate ambient air monitoring programs and submit the data to the Bureau. The Bureau, therefore, has access to and reviews air quality data from close to 114 sampling locations throughout the State. Many of these sampling locations measure more than one pollutant, and 9 meteorological monitoring sites.

Enforcement:

Notice of violations served.	12
Abatement orders negotiated.	7
Violations referred to Attorney General for action.	0
Fines and penalties collected.	$28,450
Citizen complaints investigated.	107
Air Emission Licenses Issued.	105

LICENSES, PERMITS, ETC.:
The Board of Environmental Protection technically issues all licenses and permits for the Department.

PUBLICATIONS:
Publications are available through the Information and Education Division as described under the Departmental heading.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AIR QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	484,075	206,695			277,380	
Health Benefits	16,164	6,287			9,877	
Retirement	72,836	31,859			40,977	
Other Fringe Benefits	426	286			140	
Computer Services—State	1,626				1,626	
Other Contractual Service	87,327	28,769			58,558	
Rents	4,259	1,020			3,239	
Commodities	33,710	4,861			28,849	
Grants—Subsidies—Pensions	349				349	
Equipment	33,429	14,514			18,915	
Transfers to Other Funds	29,215				29,215	
TOTAL EXPENDITURES	763,416	294,291			469,125	

BOARD OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, CHAIRMAN

Central Office: AMHI-Ray Building, Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 101; *Citation:* 38 M.R.S.A., Sect. 341
Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: It is the duty of the Board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the legislature. The commissioner of the department serves as chairman, ex officio. Members serve for a term of 4 years, and remain on the Board until their successors are appointed and duly qualified.

Members receive $40 per day for each meeting or hearing attended. They also receive reimbursements for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board.

Meeting times and places are determined by the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. Four members is a quorum for public hearings. A verbatim transcript or recording is made of each hearing.

PROGRAM: The Board held 24 meetings this year. These meetings are open to the public and are held on the second and fourth Wednesday of each month. Board members also received several thousand pages of transcripts from the 24 hearings conducted during the year. The programs that come under the review of the Board are described under the bureau descriptions.

During FY '82, one new member was appointed, one resigned and one seat was left unfilled when the fiscal year ended.

LICENSES, PERMITS, ETC.:

Licenses:
- Air Emission
- Dredge Disposal Sites
- Land Fill
- Oil Terminals
- Septage Sites
- Waste Discharge Licenses
- Waste Water Treatment Plant Sludge
- Hazardous Waste Interim Authorization
- Hazardous Waste Transporter

Permits:
- Alteration of Coastal Wetlands
- Log Storage Permits
- Minimum Lot Size Waiver
- Mining/Rehabilitation of Land
- Secondary School Review
- Site location of Development
- Shoreline Alterations

PUBLICATIONS:

"The Board of Environmental Protection"—Free

FINANCES, FISCAL YEAR 1982: 38 MRSA, Section 361 provides that expenditures of this unit, which amounted to $38,262 in FY 82, shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

BUREAU OF LAND QUALITY CONTROL

HOLLIS A. McGLAUFLIN, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2111
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096B; *Citation:* 38 M.R.S.A., Sect. 342
Average Count—All Positions: 23 *Legislative Count:* 22

PURPOSE: The Bureau of Land Quality Control is responsible for administering nine environmental laws and three federally-funded programs designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Great Ponds Act; Small Hydroelectric Generating Facilities Law; Coastal Wetlands Act; Minimum Lot Size Law; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission and with the State Planning Office); Solid Waste Management Act; and a law governing the disposal of septic tank pumping.

Federal programs, which the Land Bureau is funded under in return for state-level enforcement and administration, include the areas of solid waste management, coastal zone management and coastal energy impact.

ORGANIZATION: There are three divisions of this bureau: the Division of Licensing and Review; the Division of Technical Services; and the Division of Enforcement and Field Services.

PROGRAM:

Division of Licensing and Review: The Division prepares recommendations to the Board of Environmental Protection for: permit applications pertaining to the Site Location of Development Act, Alteration of Coastal Wetlands, Great Ponds Act, Minimum Lot Size Law, Hydroelectric Generating Facilities Law; Water Quality Certifications; and Concurrance with Statement of Consistency with Maine's Coastal Zone plan.

The following number of Orders, Certifications and Consistency actions have been processed in fiscal year 1982:

Hydro	6
Site Location	314
Wetlands	203
Great Ponds	189
Minimum Lot Size	26
Water Quality Certifications	24
Consistency Actions	17
Delegation of Authority to Qualified Communities	1

Division of Technical Services: This division was established as a result of a reorganization within the land bureau and is responsible for providing technical support for the bureau and department. The Technical Services Division also replaces many of the functions of the previously existing Waste Management Division. The division consists of the Engineering, Geological and Municipal Services Units.

The Municipal Services Unit administers a $1,000,000 grant program which provides financial assistance for municipalities pursuing resource recovery and/or the recycling of solid waste. The unit also provides information and assistance concerning waste management training, regionalization of waste disposal and analysis of solid waste programs in order to encourage cost-effective disposal practices.

The Engineering and Geological units provide technical assistance to the Department through review of applications for Site Location Approval of waste facilities. They also provide expertise for the Bureau's Enforcement Division as well as an extensive program of technical assistance for municipalities, facility operators and private individuals.

Division of Enforcement & Field Services: The Division of Enforcement is made up of four regional offices in Portland, Bangor, Augusta and Presque Isle. The Portland regional office is staffed by three people; Bangor is staffed by two people; Augusta is staffed with three field agents and the division director and Presque Isle has one field agent.

The mission of the division is threefold: complaint resolution, compliance inspection, and environmental education. As representatives of the land bureau, the field offices also assist in application procedures, explanation of the laws, and are a general environmental resource for the people in each region.

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority of the Department and as such, is technically responsible for issuing all permits and licenses.

PUBLICATIONS:

The following publications are available from the Division free of charge: (they are also available from the Information and Education Division as described under the Departmental heading.)

Site Location of Development (May 1982)
Protecting Your Coastal Wetlands (March 1981)
Protecting Your Lake (January 1981)
Minimum Lot Size Law (January 1981)
Waste Management Laws (September 1981)
A Guide to Land Use Laws Administered by DEP (January 1982)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LAND QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	403,878	332,305			71,573	
Health Benefits	11,944	9,853			2,091	
Retirement	61,107	50,432			10,675	
Other Fringe Benefits	335	300			35	
Computer Services—State	3,322	3,322				
Other Contractual Service	124,793	101,910			22,883	
Rents	8,947	8,947				
Commodities	8,304	8,304				
Grants—Subsidies—Pensions	20				20	
Equipment	39,906	39,713			193	
Transfers to Other Funds	7,634				7,634	
TOTAL EXPENDITURES	670,190	555,106			115,084	

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL

J. JOHN BROCHU, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2251
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: October, 1980 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096D; *Citation:* 38 M.R.S.A., Sect. 342
Average Count—All Positions: 24 *Legislative Count:* 20

PURPOSE: This Bureau administers the State's oil and hazardous materials control program. The oil pollution control program is funded under the Maine Coastal Protection Fund, created by the Coastal Conveyance Act of 1970. The Bureau is responsible for oil spill prevention programs as well as the supervision of oil spill clean-up activities. The Bureau inspects and licenses marine oil terminal facilities and administers the third party claim provisions of the Fund.

The changeover to a response team that includes hazardous materials began in 1981. This is tied to the legislative mandate to license and otherwise manage hazardous wastes within the state.

Additionally, legislation was passed in 1981 that creates a Hazardous Waste Fund that can be used by this Bureau to manage several uncontrolled waste incidents not funded by the Federal "Superfund." This legislation has helped to integrate the oil and hazardous waste functions within the Bureau.

ORGANIZATION: In 1980 the Bureau was created by combining the Bureau of Water Quality Control's Division of Oil Conveyance Services and the Bureau of Land Quality Control's Hazardous Waste Unit.

The Bureau consists of the Division of Field Services and the Division of Licensing & Enforcement. The Field Services Division has offices in Bangor and Portland and the Licensing & Enforcement Division is located in Augusta.

PROGRAM: Many elements were initiated in the hazardous material-hazardous waste programs this year. More specifically, these elements include:

1. An active hazardous waste treatment, storage and disposal inspection and enforcement program that uses more detailed criteria than last year. Currently 23 storage, 9 storage and treatment, 1 disposal, and 1 treatment facility are scheduled for routine inspections. 37 letters of deficiencies, 7 notices of violation were issued, and 5 consent agreements were negotiated with 2 cases involving testimony to a grand jury.
2. A ground water monitoring system has been instituted at several facilities. Substantial ground water contamination has been found at several of these facilities as a result of this requirement.
3. Detailed action has begun at several (approx. 8) uncontrolled hazardous waste sites to assess the extent of environmental threat.
4. A survey of uncontrolled hazardous waste sites for preliminary assessment has begun.
5. Equipment purchasing and personnel changes have been made in response to the hazardous waste fund legislative mandate.
6. The coordination of state involvement in managing low-level nuclear waste has been added to this Bureau's responsibilities as a result of new legislation.
7. Over 2,000 manifests of hazardous waste have been processed and 77 transporters are currently licensed.
8. Several formal and informal workshops have been arranged to help draft final hazardous waste facility standards and permits. A process has been established for applying for state authorization of this program. Currently the federal government is calling for final permits from selected Maine facilities.
9. There has been an effort to document the environmental threats of improper management of waste oil.

10. Additional work to locate an economically feasible and environmentally safe temporary oil storage and treatment facility for oil debris resultant from a major Maine oil spill.

The following is a breakdown of the oil related activities of the Bureau for the past calendar year:

Oil terminals licensed to operate	41
A) Shoreside terminals	35
B) Vessels	6
Volume of oil transferred by licenses (barrels)	111,751,170
Oil spills reported	244
Volume spilled (gallons)	110,982
Investigations—non-spill related	59
Spills of unknown origin	36
Applications for lay-up of tank vessels	0
Damage claims processed	22

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority for the Department and, as such, issues all licenses and permits.

PUBLICATIONS:

Maine Oil Recycling Program Directory—free
Initial Hazardous Waste Survey Report: Findings and Analysis—free
Oil Spill Statistical Reports, 1978-1980—free
An Oil Pollution Prevention, Abatement and Management Study for Penobscot Bay—$10.00
A Systems Study of Oil Pollution Abatement and Control for Portland Inner and Outer Harbor, Casco Bay, Maine—$7.00
Oily Wastes Management—An Investigation of Alternatives for the State of Maine—$10.00
Comprehensive Study of Petroleum Hydrocarbons in the Marine Environment of Long Cove, Searsport, Maine—$5.00
An Analysis of Waste Oil in Maine—free
Casco Bay Coastal Resources Inventory—$20.00/set:
Vol. 1 — Marine Resources
Vol. 2 — Marine Wildlife/Marine Flora
Copies of Bureau administered regulations are available—free

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	445,696		302,351		143,345	
Health Benefits	12,925		9,288		3,637	
Retirement	67,358		44,362		22,996	
Other Fringe Benefits	1,373		1,212		161	
Computer Services—State	6,300		6,300			
Other Contractual Service	300,646		264,988		35,658	
Rents	30,485		30,485			
Commodities	37,935		34,535		3,400	
Grants—Subsidies—Pensions	39,954		39,954			
Equipment	40,491		47,008		13,483	
Transfers to Other Funds	62,990		52,224		10,766	
TOTAL EXPENDITURES	1,066,153		832,707		233,446	

BUREAU OF WATER QUALITY CONTROL

STEPHEN GROVES, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-3355
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096C; *Citation:* 38 M.R.S.A., Sect. 342
Average Count—All Positions: 85 *Legislative Count:* 33

PURPOSE: The Bureau of Water Quality Control is responsible for reviewing the quality of Maine's waterways and reporting to the legislature their best uses and recommended classifications. Once legal standards have been set, the bureau must see that the classifications are attained and maintained. Many other activities of the bureau are mandated on an annual basis by federal laws. Certain outputs must be maintained in order to qualify for federal funds through the Federal Water Pollution Control Act. Federal funds for the past three fiscal years have included approximately $600,000 per year of program grant funds to aid the bureau in carrying out its responsibilities under both state and federal law. New programs instituted in 1982 include a program for grant assistance for small pollution abatement projects and revision of the water quality classification system.

ORGANIZATION: The Bureau of Water Quality Control has remained stably organized this year; there are six divisions and a regional office. The former Division of Oil Conveyance Services was incorporated into the Bureau of Oil and Hazardous Materials Control in fiscal year 1980.

PROGRAM:

Division of Laboratory Services is the primary source of chemistry expertise for the Department. Services provided include consultation, analytical, and maintenance. The background of staff is broad covering air, pesticides, soil, water (ambient and point source), ground water, hydrocarbons, and priority pollutants. Consequently, the staff is involved in planning, developing ambient and point source standards, experimental design and execution, permit review, contract review, and general support of all divisions and programs where the skills of the chemist are needed.

Analytical support is provided. The Division maintains the Department's primary analytical resource. A fully instrumented and equipped facility is available to meet all Division and Program needs including analysis of hydrocarbons, pesticides, metals, nutrients, soils, bacteria, and oxygen demand. Quality control support is provided for the Department's remote facilities. All methods and procedures used are "state-of-the-art" and meet the demand of cooperating federal agencies.

Division of Operation and Maintenance is responsible for inspecting municipal, industrial, commercial and residential treatment plants. Other on-gong responsibilities include Operation and Maintenance manuals, plans and specification review, citizen complaints and the operators certification program.

The Division maintains a program of sampling industrial and publicly owned facilities as well as primary network stations. Inhouse training programs for improving staff proficiency levels were continued through FY 82 and a proposed operator training program was drafted for implementation in FY 83.

In order to provide effective operation, the division was divided into three sections—monitoring, administrative and technical. The monitoring section provides coordination of programs with the field offices. The technical section provides technical assistance to problem wastewater treatment facilities. The administrative section processes data for computer input and handles citizen complaints.

Inspections of wastewater treatment plants:

Municipal	238
Industrial	79
Residential and Commercial	1,605

Total number of citizen complaints investigated	385
Training seminars	12
Design reviews	16
Operators examinations	163
Technical assistance projects	25

Division of Municipal Services: The primary function of the division is to administer a construction grants program that funds planning and construction projects for municipal wastewater treatment facilities. The program is a three-step operation that utilizes both federal and state grants. The source of federal funds is the U.S. Environmental Protection Agency (EPA) and the source of state funds is a bond issue administered by DEP. Projects are normally funded by 75% EPA funds, 15% DEP and a local share of 10%. The three steps are: preliminary planning to identify the problem and offer alternative solutions (Step I); the preparation of construction plans and specifications for the option selected from the Step I process (Step II); and the actual construction of the wastewater treatment facility (Step III).

Since the program's inception, over $400 million of water pollution abatement facilities have been built in the State of Maine. There are 109 municipal treatment facilities in operation as of this writing. Fiscal Year (FY) 1981 federal funds from the Environmental Protection Agency were partly rescinded by the Administration and Maine lost 12 million dollars. The presidential freeze carried into FY 82 with no monies being appropriated for the program. The program is authorized in the future and it is anticipated that approximately $100 million in water pollution abatement planning and construction projects will be funded in the next four year period, beginning October 1, 1982 (FY-83).

Division of Lakes and Biological Studies: This division is responsible for administering the state's Great Pond (research) program, Title 38, M.R.S.A. Sections 386-390; state's Lake Restoration and Protection Program, Title 38 M.R.S.A. section 390-A; and provides biological expertise to the DEP staff and Board as required.

The Lake's monitoring program involves the use of volunteer lay monitors with about 250 lakes involved. The staff, trains, teaches and advises these monitors regarding the data collected. This program helps the DEP classify lakes by trophic state and provides some data for watershed evaluation from proposed developments through the site location law. This program continues to receive high public interest and support.

A recent diagnostic/feasibility study was done through the use of USEPA funds ($100,000). The lakes diagnosed for feasible restoration and grants provided were Sebasticook Lake, Salmon Lake, and Sabattus Pond. Lakes where watershed funding was provided by other funds especially USDA-SCS were Lovejoy Pond, Webber Pond, and Cocknewagon Pond. USEPA funding is about to terminate due to the lack of federal support with budget cuts. We in Maine have a number of our most expensive lake problems already paid for under federal funding therefore we will look to state funding to care for the minor problems that remain.

The Division does see a high priority for lake protection which avoids costly restoration in the long run. The DEP has a number of laws that protect lake water quality and the Division staff is constantly educating the public.

The Division's stream biology section has taken on a more important role with the ever increasing costs of physical water quality measurements. The biological monitoring at the PMN stations in Maine will hopefully save time and dollars. Innovative stream biomonitoring is being explored in conjunction with other programs. Bioassay procedures are being developed which should assist industries in their license requirements. Development of a standard protocol is important and fair to all of those industries who discharge.

The following reports are available from the DEP:

1. Lay Water Quality Monitoring Report, 1982
2. Webber, Threemile, Threecornored Pond Reports, 1982
3. Togus Pond Report, 1982
4. Benthic Macroinvertebrates in Maine Lakes, 1982

The following is a summary of meeting and joint projects being carried out by the Division staff for the DEP during FY 82.

Lakes and Ponds

Lay Monitoring lakes	200
Related Lake and Pond Investigations	10
Research Studies	10

Rivers and Streams

Benthic Sampling Studies (PMN) 20
Pesticides 5
Superior Mining Project 1
Fish Kill Investigations 3
Public meetings, hearing and participation program on environmental education 100

Division of Licensing and Enforcement: This Division is responsible for the licensing of all discharges to any watercourse; for the state/federal permit program involving such discharges; for processing log storage permits; and for certifications to the Maine Guarantee Authority (That loan applicants are in compliance with environmental laws). The division also received applications for tax exemption certificates for pollution abatement equipment. The following is a summary of division activities during FY 82:

Certifications of NPDES Permits for U.S. EPA	12
State Licenses Issued (or renewed)	
Municipal	21
Commercial	27
Industrial	43
Residential	277
Dredging Disposal	7
Experimental	3
Aquatic Pesticide	3
TOTAL	381
Applications for State Licenses Denied	24
Total Licenses outstanding (all categories) at end of FY 82	2,328
State sales & use tax certifications received	39
Approved	37
Denied	2
State property tax certification applications received	37
Approved	35
Denied	2
Federal IRS rapid tax amortization certification requests	2
Approved	2
Applications certified to Maine Guarantee Authority	43
Administrative Enforcement Agreements Issued	12
Referrals to Attorney General's Office for court action	0

Division of Evaluation and Planning: This Division is responsible for directing programs to achieve statutory water quality standards; conducting special stream studies to determine if water quality is being maintained; and developing waste assimilation studies to determine if programmed pollution loads will violate stream standards. Ultimately all discharges, when analyzed collectively and after treatment must not degrade the receiving waters below statutory water quality standards. This past year, the Division began revising the water quality classification system, which defines the water quality standards. The Division also prepares basin water quality management plans and has completed Phase II basin plans for most river basins in Maine and a statewide water quality management plan summary.

The Waste Treatment Management Planning Program ("208" Planning) is also coordinated by this Division. One of the key components of the state-wide "208" program has been the delineation of the sand and gravel aquifers in the State by the Bureau of Geology and U.S. Geological Survey. This year the program was expanded to determine primary recharge areas, flow patterns, and contamination sources for most of the sand and gravel aquifers in York County.

Under the Underground Injection Control Program, regulations addressing the underground disposal and storage of fluids were developed. An inventory of sites falling under the jurisdiction of these regulations was also conducted.

The Presque Isle Regional Office is located over 200 miles from Augusta and services all of Aroostook County and parts of Washington and Penobscot Counties. The area represents a population in excess of 100,000 and involves major industries and food processors connected

with the areas forest and potato industry. Most of the area, which is larger than the states of Connecticut and Rhode Island combined, is part of international waters and thus subject to the 1909 Boundary Water Treaty between the U.S. and Canada.

The office provides advice, monitoring, enforcement and support services concerning environmental laws and regulations administered by the Divisions of each Bureau (Air, Water, Land, Oil and Hazardous Waste) for the Department.

The regional staff

1. helps individuals determine if their project requires environmental permits from the Department or other agencies,
2. assists individuals in filing applications,
3. performs compliance monitoring and inspections of municipal, industrial, and commercial treatment facilities,
4. performs water sampling and lab results for the primary monitoring network and lake monitoring projects,
5. provides background information for the proposed Bald Mt. mining project
6. performs special water and wastewater studies,
7. performs ambient air monitoring, air audits, investigations and other air related activities,
8. performs inspections on great pond developments, site location construction projects, solid waste facilities and other land related activities,
9. investigates and resolves complaints concerning environmental related problems,
10. negotiates consent agreements and uses other enforcement procedures to ensure compliance with Board Orders and environmental laws and regulations.

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection technically issues all licenses and permits of the Department.

Certifications:

IRS certification for five year amortization
IRS certification for tax exempt bonding
MGA certification for loan applicants compliance with environmental laws
National Pollutant Discharge Elimination System Permit Certification
Personal Property Tax exemption
Sales & Use Tax exemption
Sewage Treatment Plant Operators

PUBLICATIONS:

Publications pertaining to this unit are available through the Information and Education Division as described under the Departmental heading.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WATER QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,461,971	597,463			864,508	
Health Benefits	48,727	19,770			28,957	
Retirement	217,676	89,724			127,952	
Other Fringe Benefits	925	495			430	
Computer Services--State	1,065				1,065	
Other Contractual Service	307,599	96,983			210,616	
Rents	20,285	10,792			9,493	
Commodities	42,814	25,832			16,982	
Grants—Subsidies—Pensions	5,820,897	206			48,437	5,772,254
Equipment	37,294	10,000			27,294	
Transfers to Other Funds	87,362				87,362	
TOTAL EXPENDITURES	8,046,615	851,265			1,423,096	5,772,254

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

MARY McEVOY, CHAIRMAN
JAMES D. BARNETT, Assistant to the Commission

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Established: 1976 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 270; *Citation:* 1 M.R.S.A., Sect. 1002

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

ORGANIZATION: The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commission may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

PROGRAM: During FY 82, the Commission met as required by 21 MRSA §1399 to review campaign finance reports required of all state and county candidates, all political committees supporting such candidates and all organizations involved in state-wide political campaigns. These reviews involved:

1. Sets of Quarterly Campaign Finance Reports from candidates and committees who had a surplus or deficit of more than $50.00 from previous campaigns.

2. Reports from various committees which worked for or against previous referenda.
3. Reports from candidates and committees concerning the 1980 elections.

In accordance with 21 MRSA § 1398, the Commission submitted to the Secretary of State the names of candidates and committees that filed campaign finance reports late.

PUBLICATIONS:

The Commission publishes copies of the Campaign Finance Law as it pertains to candidate elections (21 M.R.S.A., Chapter 35) and Initiative and Referendum Campaigns (21 M.R.S.A., Chapter 35-A).

The Commission also publishes guidelines for candidates and committees to clarify reporting obligations.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,737	3,737				
Retirement	600	600				
Rents	56	56				
Other Contractual Service	1,098	1,098				
TOTAL EXPENDITURES	5,491	5,491				

(OFFICE OF) GOVERNOR

JOSEPH E. BRENNAN, GOVERNOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333

Established: Circa 1820

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1

Average Count—All Positions: 12 *Legislative Count:* 12

PURPOSE: The Governor serves to direct the affairs of state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

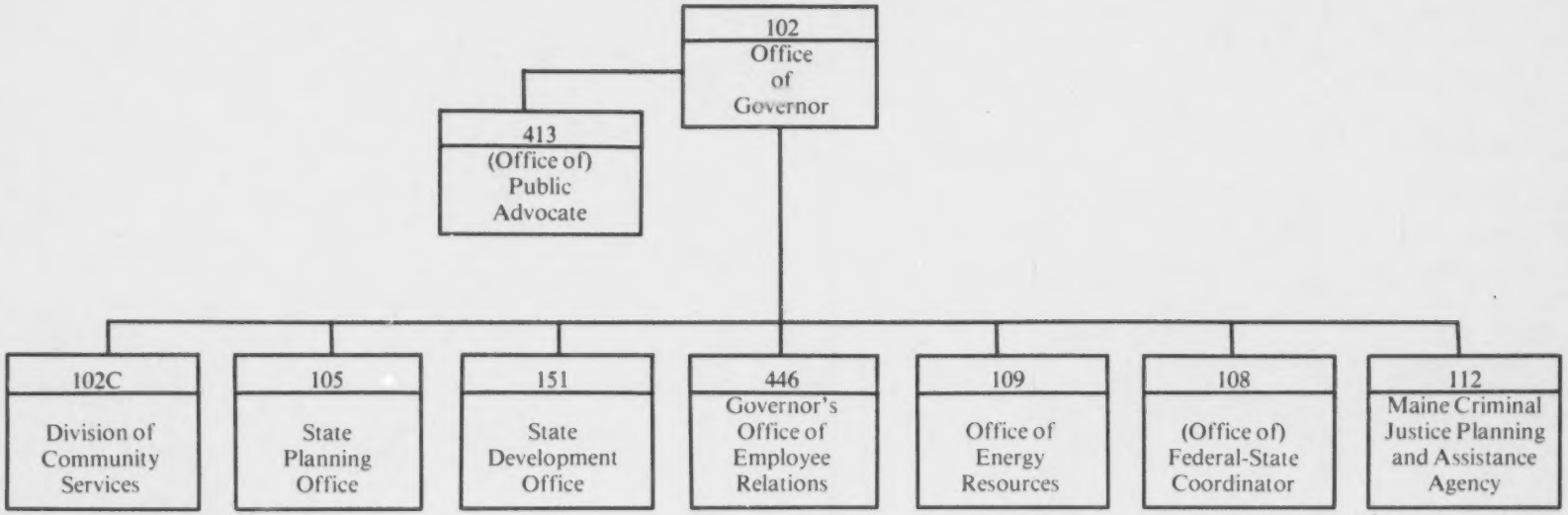
PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT
UMB 07



CONSOLIDATED FINANCIAL CHART FOR FY 82
EXECUTIVE DEPARTMENT (OFFICE OF) GOVERNOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,977,991	1,376,515	7,064		1,594,412	
Health Benefits	86,602	38,578	234		47,790	
Retirement	441,195	203,293	932		236,970	
Other Fringe Benefits	6,181	4,683			1,498	
Computer Services—Comm	11,608	2,650	1,884		7,074	
Computer Services—State	44,199	31,451			12,748	
Other Contractual Service	1,799,696	1,068,217	82,582		648,897	
Rents	83,970	26,537	2,571		54,862	
Commodities	117,043	58,935	179		57,929	
Grants—Subsidies—Pensions	30,157,715	1,226,221	—2,915		28,199,285	735,124
Equipment	21,366	16,432			4,934	
Transfers to Other Funds	227,984	76,745	1,587		149,652	
TOTAL EXPENDITURES	35,975,550	4,130,257	94,118		31,016,051	735,124

(OFFICE OF) GOVERNOR (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	301,624	301,624				
Health Benefits	9,188	9,188				
Retirement	49,366	49,366				
Other Fringe Benefits	1,395	1,395				
Computer Services—State	1,174	1,174				
Other Contractual Service	88,070	88,070				
Rents	3,179	3,179				
Commodities	22,887	22,887				
Grants—Subsidies—Pensions	94,833	94,833				
Equipment	3,871	3,871				
Transfers to Other Funds	74,951	75,000			—49	
TOTAL EXPENDITURES	650,538	650,587			—49	

GOVERNOR'S ADVISORY COMMISSION ON MAINE-CANADIAN AFFAIRS

ROLAND D. LANDRY, COORDINATOR

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102G; *Citation:* FY 75 Exec. Order 11
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: This commission was established to study and evaluate existing activities in the State on both the governmental and private levels, involving Maine/Canadian cooperation, particularly with the Eastern Canadian provinces; to strengthen all areas of worthwhile regional cooperation with Canada; and to coordinate new areas of fruitful regional enterprise, with particular attention to the potential for economic development, environmental improvement and energy exchanges. The Commission disseminates information to the public, encourages and promotes economic, governmental, cultural, and educational exchanges and modes of contact. The areas of involvement include: tourism, fisheries, transportation, industrial and economic development, the environment, agriculture and forestry, cultural affairs, banking and finance.

Specific functions include coordinating conferences and meetings between State officials and their Canadian counterparts, promoting and implementing student, cultural and crafts exchanges, responding to citizens' inquiries on immigration and customs regulations, supporting the implementation of the New England Governors' and Eastern Canadian Premiers' programs at the State level, actively participating in border problems arising from labor, rights-of-way, licensing and flooding involving border municipalities. The economic development participation includes tariff surveys, promotion of Maine products among our Canadian neighbors, and evaluation, study and coordination of industrial development proposals for Maine/Canada.

The commission also serves as a referral, information, and translation service for various governmental departments, private industry and private citizens and acts as a liaison for the Governor's office with the Canadian provincial and federal governments and the U.S. government.

ORGANIZATION: From 1970 through 1972, the Office of the Governor became increasingly involved in Canadian matters. With this growth in Canadian contacts, the initial Executive Order was established in January 1973. With the desire to develop additional cooperation, the Governor reestablished by Executive Order the Governor's Advisory Commission on Maine-Canadian Affairs in 1975.

PROGRAM: Since 1973 the office pursued many new areas of cooperation with Canada. In 1975 the coordinator was given new specific emphasis in the following areas: agriculture and forestry, tourism, fisheries, transportation, and banking and finance. The activities and coordination have included help in implementing the project designated by the New England Governors' and Premiers' Conference in L'Esterel, Quebec, in June of 1979. Topics included discussion on energy resources, transportation and tourist programs. Under the co-chairmanship of the Governor, a new tourist program, known as the International Tourism Region, is being implemented. The program will market New England and the Eastern Canadian Provinces as a tourism region.

In agriculture and forestry the coordinator has acted as a referral center for mutual cooperation and exchange by Provincial and State officials. The office of coordinator is exploring new improved routes between Quebec and Maritime Provinces and New England. Furthermore, the coordinator is serving as a referral and information center, in Canadian Affairs, for various governmental departments, private industry, and private citizens, and acts as coordinator between the (Office of) the Governor and the Provincial Premiers' offices.

In June 1980, the coordinator assisted in implementing the projects designated by the New England Governors' and the Eastern Provinces Premiers' Conference held in Vergennes, Vermont. The coordinator also participated in a Canadian Trade Mission which was held in Montreal.

In November of 1980, the Office began work on the 1981 Quebec Winter Carnival in which the Governor, and a large Maine delegation participated. During the month of January 1981 until the week of the Winter Carnival this Office finalized the plans for the State of Maine weekend at the Carnival.

In June 1981, the coordinator assisted in implementing the projects designated by the New England Governors' and the Eastern Provinces Premiers' Conference held in St. John, Newfoundland.

In October of 1981, preparations began for the 1982 Quebec Winter Carnival.

In February of 1982, over 300 people from Maine attended the Quebec Winter Carnival along with the Governor.

On June 20, 21, 22, 1982, the Governor was host for the 1982 New England Governors' and Eastern Provinces Premiers' Conference, held at Rockport. The Maine Canadian Affairs Coordinator prepared and made all arrangements for the Conference.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

DIVISION OF COMMUNITY SERVICES

JADINE R. O'BRIEN, DIRECTOR
JANET W. PETERS, Deputy Director

Citizen's Assistance 1-800-452-4617
Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell *Telephone:* 289-3771
Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: 1964

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102C; *Citation:* FY 76 Exec. Order 4

Average Count—All Positions: 49 *Legislative Count:* 16

*Seasonal variations in number of employees will occur as a result of such projects as the Youth Conservation Corps.

PURPOSE: The Division of Community Services was established to advise the Governor, Legislature and the people of Maine regarding the extent and nature of poverty in Maine; to combat poverty through provision of information and technical assistance to appropriate agencies; to identify and mobilize resources available to the State under the federal Economic Opportunity Act of 1964, the Community Services Act of 1974 (extends and offers amendments to the Economic Opportunity Act of 1964) and other antipoverty programs. Appropriate staff and equipment, as necessary to receive assistance from the Community Services Administration and to carry out responsibilities of Section 221 of the Community Services Act of 1974 relating to the establishment of a State Office of Economic Opportunity, are authorized. Further, the Division is authorized to provide technical assistance to the Community Services Administration (CSA) grantees within the State, to serve generally within State Government as an advocate on behalf of the poor and to administer programs which combat poverty in the State, such as the Weatherization and fuel assistance programs, funded by the U.S. Departments of Energy and Health and Human Services.

ORGANIZATION: The Division of Economic Opportunity was established in 1964 as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate change in requirements as specified by the federal Office of Economic Opportunity and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. A staff reorganization occurred in January, 1975, with a change of Administration. Effective September 19, 1975, the Division was renamed Division of Community Services.

PROGRAM: With the reorganization and renaming of the Division of Economic Opportunity to the Division of Community Services in 1975, the scope of responsibility and program emphasis has been broadened considerably.

In addition to providing technical assistance to all Community Services Administration (CSA) grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens at the Executive Office level, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or winterization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1982 include the following:

Community Action. The Federal Community Services Administration was abolished on September 30, 1981 and in its place the Office of Community Services in the Department of Health & Human Services grants to the State of Maine the Community Services Block Grant Program. The Division was authorized by the Governor and the Legislature to accept CSBG funds and administer funds on behalf of the State of Maine. These funds are made available to Maine's 12 Community Action Agencies to provide administrative and program support for

activities addressing the needs of low-income people in the areas they serve. The Division received a block grant award of $1,735,630 in FY 82.

Energy Assistance Program. The Division was the State administering agency for the 1981-82 Home Energy Assistance Program (HEAP). The purpose of this program is to provide financial assistance to elderly and low-income households to assist them in paying a portion of their winter heating bills. The Division received $25,165,478 from the Department of Health & Human Services to fund this program. These funds were subgranted to Maine's twelve Community Action Agencies and to eighteen local municipalities who administered the program at the local level. The program provided 44,683 Maine households with an average benefit of approximately $390 per household to meet their energy needs.

Low-Income Weatherization. The Low-Income Weatherization Program provides weatherization and energy conservation for the low-income and elderly residents of the State of Maine. Actual program delivery was provided through Community Action Agencies, Indian reservations, municipalities, and volunteer groups. Program oversight is provided by the Division of Community Services.

Methods and materials used to weatherize a home includes capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking, weatherstripping, chimney repair, etc.

The Division expended a total of $3,894,832 from three funding sources including the federal Departments of Energy and Health & Human Services and the State Legislature. A total of 4,252 household units were weatherized between July 1, 1981 and June 30, 1982.

Youth Conservation Corps (YCC). The Youth Conservation Corps is a summer work/earn/learn program for 15-18 year old Maine youths. Last summer 55 youth worked on conservation projects in Baxter State Park and Frye Mountain Wildlife Management Area. Projects completed include trail maintenance, rock step construction, footbridge construction, blowdown cleanup and apple tree release. This year the YCC program will be funded for the first time with State funds and will employ 40 Maine youths in Baxter State Park only.

Young Adult Conservation Corps (YACC). The Young Adult Conservation Corps was a year-round, residential, conservation work program, open to unemployed young adults 16-23 years of age. The YACC program completed work projects located around the State which included the University of Maine-Farmington (arboretum reconstruction), Bureau of Public Lands (timber cruising), Baxter State Park (trail maintenance). Due to the elimination of federal funds, the YACC program was closed December, 1981. No further program operation is planned at this time.

Citizens' Assistance Line. This toll-free incoming WATS line is available to Maine citizens statewide and provides a channel of communication directly to citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during and following the heating season and require considerable attention and time in negotiating with town officials, fuel dealers and utilities.

In addition to the advocacy role, an increasing number of calls deal with information requests and the program is serving as a clearinghouse for a number of services offered by other state, federal and local agencies. Approximately 12,500 citizens were served last year.

Office of Ombudsman. The Office of Ombudsman created by Executive Order #6, FY 75-76 receives and investigates complaints against State agencies and State employees.

The office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustices or excesses by administrators through the use of criticism, persuasion, and publicity. The Office reviewed, reconciled or resolved 30 citizen complaints this year.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	605,794	188,618			417,176	
Health Benefits	18,177	5,775			12,402	
Retirement	86,263	32,477			53,786	
Other Fringe Benefits	537	282			255	
Computer Services—State	4,363				4,363	
Other Contractual Service	277,101	29,513			247,588	
Rents	21,964	3,663			18,301	
Commodities	51,486	16,968			34,518	
Grants—Subsidies—Pensions	27,615,791	923,775			26,692,016	
Equipment	1,321	185			1,136	
Transfers to Other Funds	76,830	1,745			75,085	
TOTAL EXPENDITURES	28,759,627	1,203,001			27,556,626	

MAINE CONSUMER COORDINATING COUNCIL

BARBARA REID ALEXANDER, SUPT. CONSUMER PROTECTION

Central Office: Stevens School, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 6, 1980

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102V; *Citation:* FY 81 Exec. Order 4

PROGRAM: This unit did not submit an individual report.

MAINE CRIMINAL JUSTICE PLANNING AND ASSISTANCE AGENCY

RICHARD E. PERKINS, EXECUTIVE DIRECTOR

Central Office: 4 Wabon Street, Augusta *Telephone:* 289-3361
Mail Address: Statehouse Sta. #88, Augusta, Maine 04333

Established: October 1, 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 112; *Citation:* 5 M.R.S.A., Sect. 3350

Average Count—All Positions: 10 *Legislative Count:* 1

Organizational Units:
Financial Management and Systems Development Planning and Program Development

PURPOSE: The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was established to plan and develop programs for more effective law enforcement, criminal and

juvenile justice and for assisting local and State agencies in implementing improvements in the State's criminal and juvenile justice systems. The MCJPAA administers the federal Law Enforcement Assistance Administration (LEAA) program for the State of Maine. It is empowered to act as the State's planning agency with regard to the Justice System Improvement Act of 1979, the Juvenile Justice and Delinquency Prevention Act of 1977, as amended, and is authorized to make grants for planning and for improvement of law enforcement, criminal justice, and juvenile justice consistent with the intent of these Acts to any agency or organization involved in criminal justice, juvenile justice, and delinquency preventions activities.

ORGANIZATION: The Maine Criminal Justice Planning and Assistance Agency was established in 1969 as an agency of the Executive Department, under the name of Maine Law Enforcement Planning and Assistance Agency. By law, the agency consists of a Board of Directors of between twelve and twenty-four members appointed by the Governor, for terms of three years, including, ex officio, the Attorney General, the Commissioner of the Department of Public Safety, the Commissioner of the Department of Mental Health and Corrections, and the Chief Medical Examiner. The remaining appointed members include representatives of units of local government, sheriffs, representatives of groups dealing with juvenile delinquency and representatives of the community generally. In addition to the foregoing the Chief Justice of the Supreme Judicial Court, the State Court Administrator, and a Justice of the Superior Court serve on the Board. The Directors appoint an Executive Director who is responsible for the procurement of the necessary operating staff to carry out the responsibilities of the agency as mandated by federal LEAA guidelines and policies established by the Board. The Agency received its present name in legislation effective June 9, 1975.

PROGRAM: Prior to 1968 no agency in Maine was responsible for looking at crime, the criminal justice process and its component agencies, or the effects of crime. The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was created to fill the gap by assessing the problems, identifying needs and implementing vital improvements whose impact would be at statewide, regional and local levels.

The operation of the MCJPAA through its several and varied projects is designed to impact two major goals. The first of these is the improvement and cohesion of the criminal and juvenile justice system and all of its elements. The second is directed to the reduction of crime. Because of the failure of Congress to appropriate funds for the implementation of the Justice Systems Improvement Act, MCJPAA is currently in phase down status. It continues to, and will until March 31, 1983, ensure accountability and compliance, state and federal, for existing grant initiatives. It has, however, withdrawn from the program development activity associated with implementation of the LEAA program.

Listing of major efforts while not totally representative of what has been done or is in process does give some perception of the scope of activity: establishment of mandatory basic training for all law enforcement officers and the concommitant creation of the Criminal Justice Academy along with degree programs within the University system; implementation of a unique statewide integrated radio communications system linking state, county, and local police along with, district attorneys, probation and parole, and correctional facilities in the State.

A major program of law reform resulted first in a complete revision of the Criminal Code and most recently a complete change in the Juvenile Statutes. Similarly, full-time District Attorneys and a court administration system were initiated by grant programs. Accomplishments over the years of the programs are many and significant with major emphasis on system integration and improvement. Most recently a program creating three pre-release/work-release centers around the state to relieve overcrowding at the prison and the correctional center was funded jointly by the agency and a general fund emergency appropriation by the Legislature.

The game plan involves completion of major system changes such as correctional and juvenile service delivery; targeting major crime incidence such as burglary and larceny; and providing specific programs to assist victims and witnesses to the same extent that we now serve offenders.

In the final analysis, perhaps the most significant accomplishment has no direct dollar cost, that is, the Agency has been able to bring together the citizen and the criminal justice professional; the state, the county, and local units of government; to develop mutually acceptable solutions to endemic problems.

PUBLICATIONS:

Documents, pamphlets, and brochures are published by MCJPAA yearly depending upon studies and research being conducted by agency funded projects at the time. These are usually made available free of charge.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	173,954		1,041		172,913	
Health Benefits	4,823				4,823	
Retirement	28,402				28,402	
Other Fringe Benefits	216				216	
Computer Services—State	3,465				3,465	
Other Contractual Service	18,026		1,716		16,310	
Rents	4,650				4,650	
Commodities	198				198	
Grants—Subsidies—Pensions	746,907		−2,915		749,822	
Transfers to Other Funds	2,357		28		2,329	
TOTAL EXPENDITURES	982,998		−130		983,128	

STATE DEVELOPMENT OFFICE

LESLIE E. STEVENS, DIRECTOR
STEPHEN A. BOLDUC, Director of Industrial & Community Development
ROBERT H. HIRD, Director of Business Assistance Division

Central Office: 193 State Street, Augusta — *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333 — *WATS Line:* 1-800-452-8719

Established: 1975 — *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 151; *Citation:* 5 M.R.S.A., Sect. 7001

Average Count—All Positions: 10 — *Legislative Count:* 12

PURPOSE: The State Development Office has two major statutory functions: industrial and tourism development. The director implements a program designed to promote and attract new industry to the State, expand existing economic activities in the State and assist existing businesses in finding both domestic and foreign markets for their products. The program may include coordination of activities between the public and private sectors, assistance to local communities in their development efforts, extension of technical assistance to new and existing industries, and to develop and promote economic and job opportunities within the state.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of the general reorganization of state government, it became the Department of Commerce and Industry.

In June, 1975, the 107th Legislature enacted legislation which abolished the Department and transferred its functions to other new and existing agencies. This legislation established the State Development Office within the Executive Department and assigned this new agency the general development functions of the former Department of Commerce and Industry, with the exception of the research function which was transferred to the State Planning Office.

PROGRAM: The activities of the State Development Office (SDO) during the fiscal year ending June 30, 1982 were associated in five program areas, each geared to stimulate the expansion of the State's economy. These program areas are: 1. Industrial Development, 2. Business Assistance and Retention, 3. Community Development, 4. World Trade, and 5. Tourism.

Industrial Development. The objective of the industrial development program is to encourage and assist new industries to establish operations in the State of Maine and to encourage and assist existing industries to expand. The State Development Office works with interested businesses in providing technical assistance such as information on labor, wages, taxes, transportation, utilities, and environmental regulations; site location assistance through the maintenance of a comprehensive file of available industrial buildings and sites; financial assistance regarding federal, state and local financing options; training assistance regarding information on federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities or conversely reliable producers of Maine products.

Through a special legislative appropriation, the State Development Office along with local development organizations has initiated a world-wide industrial marketing campaign. Of particular importance was a trade mission held in Boston during which 50 developers throughout Maine accompanied the State Development Office in making calls upon Boston area businesses. Over 100 businesses were called upon during the three day mission which resulted in identifying a number of businesses interested in expanding into Maine.

Business Assistance. Recognizing the need to focus on the retention and development of businesses within Maine, the State Development Office in February, 1980 initiated a program to help Maine businesses cope with the turbulent economic times and deal with the many government departments and agencies affecting business. The "Office of Business Assistance" evolved from the pressure created by the increase in regulatory requirements during recent years and by the constant need for assistance in financing, information, and taxation problems. The program's objectives are to assist business with problems concerning federal, state, and local governments; government regulations, permits and licenses; and financial and general information. A toll-free telephone line (800-452-8719) was established to encourage communication from the business community.

Community Development. In order to assist communities in creating and retaining employment opportunities and improve their tax base, the State Development Office interacts with private and public non-profit organizations as well as private-for-profit organizations. The State Development Office is building a partnership with Maine municipalities and economic development institutions in order to foster an environment conducive to business growth and investment. The State Development Office provides technical assistance in the following areas: organizing for community and economic development; planning and developing community and economic development strategies; developing an industrial development marketing program; and financing and implementing community and economic development projects.

In addition to providing technical assistance, the State Development Office allocated $30,000 of Industrial Development Marketing Grants on a one-to-one basis to assist local development groups market their area. During the last round of this program, the Office awarded fifteen grants ranging in size from $500 to $4,300.

World Trade. The State Development Office acts to coordinate services and provide a one-stop source of exporting information for Maine businesses.

The Office has over the past year gathered reference materials, such as trade directories to build up a library of information that is available to the State's exporters or potential exporters. Research is continuing within the State Development Office to identify Maine products with the best potential for export and to locate the most promising international markets for those products.

Trade leads periodically received by the State Development Office are referred to businesses in Maine which may benefit from the opportunity for direct sales or for licensing or

joint venture agreements with foreign firms. The State Development Office independently and in cooperation with others has planned and participated in several projects to promote international trade, including trade missions, trade shows, and export seminars.

Several Maine businesspersons traveled to Germany and Switzerland with Governor Joseph E. Brennan in the fall of 1980 to gain first hand knowledge and experience on how best to sell their products in those markets, and in many cases laid the groundwork for actual distribution. The State Development Office has also conducted a trade mission to Nationalist China, Japan, and Hong Kong. As part of the United States State Department's Pearson Program, a foreign service officer was assigned to the State Development Office to assist in developing the State's international trade program.

Other activities undertaken by the Office include: co-sponsoring seminars on exporting, in particular with Canada, hosting dignitaries from foreign countries, and producing informational brochures for foreign distribution on Maine's business climate.

Tourism. The tourism Marketing Program is contracted with a private organization representing all segments of the tourism industry. The current contractor, The Maine Publicity Bureau, answers requests for tourism related information, operates regional tourism information centers, places advertising and promotes tourism both inside and outside the state through publications and other methods. State matching funds up to an annual total of $350,000 are available through the State Development Office to the contractor on a matching basis after it has raised an initial $100,000 annually.

The State Development Office in cooperation with the Governor's Advisory Council on Tourism conducted a series of regional meetings throughout the State to collect public response to a study that recommended a regional approach to tourism promotion in Maine. This study "Theming of Maine Tourism Regions" identified 9 separate regions and suggested themes for promoting those regions. Currently the State Development Office is reviewing the recommendations of the study and the public comments. Any recommended changes in the promotion of Maine tourism will be made to the Governor in late 1982.

PUBLICATIONS:

Maine Marketing Directory ($12.50)
Doing Business in Maine (Free)
Maine has the Basics for Good Business (Free)
Maine Metalworking Directory (Free)
Maine Economic Development Report (quarterly) (Free)
Guide to Doing Business with State Government (Free)
Resource Guide to Manpower Training Programs (Free)
Opportunities in Paper Converting and Wood Products (Free)
Theming of Maine Tourism Regions (Free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE DEVELOPMENT OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	199,520	179,034			20,486	
Health Benefits	6,825	6,344			481	
Retirement	26,461	23,437			3,024	
Other Fringe Benefits	431	410			21	
Computer Services—Comm.	960	960				
Computer Services—State	296	296				
Other Contractual Service	786,345	695,905			90,443	
Rents	7,158	7,158				
Commodities	7,455	7,095			360	
Grants—Subsidies—Pensions	47,450	47,450				
Equipment	1,229	1,229				
TOTAL EXPENDITURES	1,084,133	969,318			114,815	

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL
KENNETH A. WALO, Division Director, Employee Relations

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #79, Augusta, Maine 04333

Established: March 23, 1979 *Sunset Review:* June 30, 1987

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 446; *Citation:* 26 M.R.S.A., Sect. 979A

Average Count—All Positions: 10 *Legislative Count:* 11½

PROGRAM: Through Executive Order 7 FY 80/81 issued February 6, 1981 the Governor directed that the Commissioner of Personnel assume responsibility for employee relations and for coordination of the functions of personnel administration and collective bargaining.

Accordingly, the program report for this unit is included with the report for the Office of Commissioner of Personnel.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	214,955	214,955				
Health Benefits	4,814	4,814				
Retirement	24,617	24,617				
Other Fringe Benefits	1,093	1,093				
Computer Services—State	24,080	24,080				
Other Contractual Service	61,136	61,136				
Rents	4,361	4,361				
Commodities	1,878	1,878				
Equipment	1,060	1,060				
TOTAL EXPENDITURES	337,994	337,994				

OFFICE OF ENERGY RESOURCES

GORDON L. WEIL, DIRECTOR
JAMES FIRTH, Deputy Director/Operations
CONSTANCE IRLAND, Deputy Director/Planning
NANCY WENTZEL, Emergency Planning Supervisor

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333

Established: April 29, 1974 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 109; *Unit Citation:* 5 M.R.S.A., Sect. 5003

Average Count—All Positions: 29 *Legislative Count:* 3

Organizational Units:
Emergency Management Division
Planning and Conservation Division
Operations Division

PURPOSE: The Office of Energy Resources (OER) was established to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage all federal energy programs to be implemented in Maine (including the Fuel Allocation Program); to encourage conservation of energy and development of Maine's native energy resources and to provide information on these activities to the citizens of Maine.

ORGANIZATION: The Office of Energy Resources (OER) was first established as a temporary office under the Executive Department by the 106th Legislature in 1973. After approximately 1 year of operation, the Office terminated. Early in 1975 the Office was re-established on a more permanent basis to carry out the purposes delineated in this report. At that time, the Office of Energy Resources assumed the responsibilities and staff of the Fuel Allocation and Conservation Office which had formerly been part of the Bureau of Civil Emergency Preparedness.

In addition to State-initiated programs, the Office of Energy Resources administers energy programs under the Federal Conservation and Production and Energy Extension Service Acts. It is assisted by an Energy Resources Advisory Board which serves in an advisory capacity to the Director. The Board consists of representatives of industry, business, labor, the general public, the academic community, the Public Utilities Commission, and both the Maine House of Representatives and the Maine Senate.

PROGRAM: The OER completed a new 1982 Comprehensive Energy Resources Plan and took steps to implement the State Energy Policy. The Plan, submitted to the Legislature in January 1982 as required by law, is a technical assessment of Maine's energy consumption in terms of supply, demand, fuel type and price. It includes an historical analysis, a description of the present situation and future forecasts. Also included is an analysis of the various energy resources available to Maine. For the first time, this year's plan included an electricity demand forecast.

The State Energy Policy, approved by Governor Brennan in July, 1981, is a practical blueprint for State action. It includes 126 specific policy recommendations. These will be implemented by Executive Order, agency actions and legislation. Since the policy's adoption, the OER and other agencies have implemented 78 of the 126 recommendations, including concrete actions and the establishment of ongoing activities.

The OER also prepared and worked towards the passage of several pieces of new energy legislation. Some of these were included in Governor Brennan's legislative package, others were introduced by the OER. These new laws are described in the following sections.

The OER has played a key role on regional and national energy issues during the past year. This is a result of participation in a variety of inter-governmental organizations such as the National Governors' Association, the New England Governors Conference and the Northeast International Committee on Energy, among others. The Governor is chairman of the N.G.A. subcommittee on Renewable Resources and Conservation; the OER Director is staff chairman.

The OER Director is also chairman of the New England Energy Directors. The activities of these groups are described in the following sections of this report.

The programs of the Office of Energy Resources are implemented through three divisions: Emergency Management, Planning and Conservation, and Operations.

Emergency Management Division. (Due to the abolition of federal oil price and allocation regulations, this division has shifted its major emphasis to energy planning and petroleum supply data analysis.) Activities include:

Legislation: The OER helped develop legislation to assure that in the event of a gasoline or home heating oil shortage in Maine, the State will be able to divert additional supply to areas of extreme need. During an energy crisis, the Governor now has the authority to require suppliers of petroleum products to "set-aside" up to 5% of the fuel they deliver to Maine for allocation by the State to meet the needs of priority users and to resolve regional supply imbalances.

Emergency Planning: During the past year, OER continued working on a Comprehensive Emergency Energy Plan which includes measures for conserving all fuels consumed in Maine. OER also developed regulations for a State Set-Aside Program in accordance with the law passed by the Legislature as described above.

Through the Northeast International Committee on Energy (NICE), OER has promoted the development of a Regional Petroleum Reserve (RPR) and surveyed storage facilities in New England and Eastern Canada to determine if excess capacity could be converted to store crude oil. The reserve concept was endorsed by the Conference of New England Governors and Eastern Canadian Premiers hosted by Maine.

OER has also worked with the other New England states and the Eastern Canadian provinces to coordinate regional emergency energy plans and Maine hosted a meeting of NICE representatives to discuss the means of coordination. The New England governors and Eastern Canadian premiers adopted a resolution supporting continued coordination of emergency planning.

Through the National Governors' Association (NGA), OER worked for enactment of a bill authorizing the continuation of certain standby emergency measures at the State level. The intent was to preserve states' ability to respond to energy emergencies on a uniform basis. Congress passed the bill but was unable to override a presidential veto. In view of this, OER has supported a bill recycling windfall oil profits to consumers during a shortage.

OER also led an NGA Task Force on State Energy Data Needs. The data in question enables states to monitor energy supplies and, as a result enables them to recognize potential problems before a crisis occurs. When the Department of Energy (DOE) proposed a revision of certain key data collection forms used by the states, the NGA Task Force (at OER's direction) worked with the American Petroleum Institute (API) to develop an alternative proposal which reduced the reporting burden on respondents, protected data considered essential by the states and gave states data not currently available. The finalized form developed by DOE incorporated the NGA-API proposal with only minor additions.

OER chairs an additional NGA Task Force on Emergency Planning. This group is working to improve communications between DOE and the States and to lay the groundwork for federal-state cooperation during future energy crises.

Petroleum Data Management: Each month, OER analyzes incoming petroleum supplies, recent consumption trends and in-state petroleum product inventory levels to determine if supplies will meet demand. Computer programs analyzing the EIA Form 25 and the OER Biweekly Stock and Inventory Report, sources of petroleum data, were developed during the past year. OER continues to conduct a bi-weekly price and inventory survey of home heating oil dealers.

Planning and Conservation Division. Activities include:

Legislation: OER, in conjunction with the Governor's office and the Public Advocate, helped develop legislation in several areas including: a proposal to require prior review by the PUC on major out-of-state power purchases by Maine utilities; a proposal to require PUC prior approval of corporate reorganizations by utilities; a proposal giving specific authorization to the PUC to allow utilities to offer energy conservation loan programs to their customers; a proposal to clarify OER statutes especially in relation to policy planning; a proposal to ensure continuance of the Residential Conservation Service (the utility energy audit program now in effect).

Canadian and Regional Issues: OER has opened up and expanded contacts with Canadian interests. In addition to natural gas and emergency planning which are described elsewhere in

this report, OER has promoted electricity imports from Canada. The Director is vice chairman of the Power Planning Committee of the New England Governors Conference which has reviewed New England Power Pool plans for Canadian electricity purchases. Direct contacts with Canadian officials have also been made to learn more about Canadian hydro-power projects, specifically, Hydro-Quebec. Contacts have also been pursued with regard to tidal power.

Comprehensive Energy Resources Plan: The Planning Division had primary responsibility for preparation of this year's document as described earlier.

Energy Audit Program: Energy audits provide analyses of the relative costs and benefits of undertaking various energy conservation measures in a building. This done, the actual improvements made are referred to as "retrofitting".

The OER continues to offer a free home energy audit to homeowners. More than 8000 have been processed by the OER.

The OER has trained over 60 individuals to perform energy audits for institutional and commercial buildings. Also, the OER prepared a plan for State coordination of the federally mandated Residential Conservation Service which requires large utilities to offer energy audits and related services to customers. OER has offered to work through the smaller utilities not included in the RCS program to provide energy audits to their customers. The goal is the availability of energy audits to all Maine homeowners.

Energy Efficiency Building Standards: The OER, in conjunction with the Advisory Council on Energy Efficiency Building Performance Standards, completed its preparation of voluntary Energy Efficiency Performance Standardes for new buildings in July, 1980. The standards set minimum efficiency levels for the building envelopes and heating, cooling and ventilating equipment. From that time forward, the OER has engaged in a promotion and education campaign to encourage adoption of the standards by the building industry.

Natural Gas: OER played a major role in laying the groundwork for a significant increase in the supply and distribution of natural gas in Maine. Several private consortiums are seeking to bring Canadian gas into the New England region. One group, the New England States Pipeline Co., proposed the construction of a pipeline through Maine. In light of this, the OER coordinated a study to determine the potential market for natural gas along the proposed pipeline. This Study indicated a much larger market for natural gas exists than the current supply can serve. With this information, OER has been able to gain the necessary support and cooperation from NESPCO to ensure that Maine will receive a significant portion of gas in return for serving as a host state. Because of disputes between various Canadian interests over which Maine has no jurisdiction, the NESPCO pipeline construction plans have been delayed. However, because Canadian natural gas supplies far exceed Canadian demand, the export of natural gas to the New England region appears to be inevitable and relatively imminent. As this occurs, OER intends to continue its work to ensure that Maine recieves a healthy share.

Coal: OER completed an analysis of all industrial and institutional boilers in Maine for their capability to convert to coal. Also, in conjunction with the Maine Department of Transportation, the OER is studying issues relating to increased shipment of coal to Maine.

Renewable Resources Programs:

Solar: Solar activities emphasize information dissemination and technical training. The office distributes five solar publications dealing with: sunspaces, photovoltaics, solar houses, the economics of solar investments and solar siting. The Solar Installers Certification program has been successfully transferred to the Regional Vocational Institutes and about 150 persons are certified as installers. The solar program itself has been affected by the elimination of Federal funds, however, the office continues to promote sensible, cost effective, solar applications. The solar program will continue to emphasize public education as the best means to advocate this renewable energy resource.

Hydro: Hydro activities emphasized information dissemination on regulatory, technical, on financial aspects of hydro development. Publications were produced which addressed these aspects of hydro development, and were complemented by a hydro workshop attended by 130 people. Additionally, OER initiated a program of site assessments and site visits; over 60 sites were analyzed. Finally, OER worked with other state agencies to facilitate hydro licensing and continues to provide substantial input into the development of comprehensive rivers' plans and policies.

Since 1979, 14 projects have been brought on line, totalling 27,289 kw. An additional 9 are under consideration, totalling 11,280 kw. Currently, there are 38 projects which are in the feasibility and pre-licensing stage, totalling 331 mw.

Tidal: OER continues to monitor the development of tidal power projects such as Half Moon Cove, Cobscook Bay, and the Bay of Fundy. OER has also helped to formulate a plan of study for a tidal power inventory in Maine, and concurrently has collected information to assist in this inventory, as well as to respond to the information needs of the public.

Wood: Residential wood energy activities emphasize collection and dissemination of consumer information, monitoring of fuelwood supply and demand and work towards resolving wood-burning safety issues. OER revised and made available publications on buying firewood, recommended stove installation standards and safe wood-burning information. OER continues to promote safe residential woodburning techniques throughout Maine. Woodburning use patterns of Maine residents for the 80-81 heating season were the subject of an OER survey. At least 15 businesses received OER assistance regarding in-house wood conversions. OER continues to monitor whole tree chip and pellet developments and to work closely with the Maine Forest Service in these areas. OER, the Maine Forest Service and UMO's School of Forest Resources sponsored a whole tree chip conference that was attended by 250 people.

Alcohol Fuels: Alcohol fuels activities in Maine have slowed. One ethanol project is planned to begin construction and a wood to methanol plant may be sited in Maine. OER is working with the blueberry specialist at UMO on a demonstration project to replace #2 fuel oil with methanol for burning the blueberry barrens. OER continues to provide consumer information on alcohol fuels and to monitor gasohol sales in the state.

Wind: Public and commercial interest in wind energy development and use increased during the year. OER implemented an anemometer loan program to collect wind data in areas of the state where no data currently exists and to help individuals decide whether they have sufficient wind for a wind machine. Currently, 5 anemometers are available.

Peat: In cooperation with the Maine Geological Survey, the OER completed the third field season of its peat program which is designed to determine the amount and location of fuel-grade peat in Maine that can be harvested and utilized in an environmentally acceptable manner. Two reports have been published which describe the results of the first and second field seasons. OER in combination with the MGS and USGS continued studies on the surficial and groundwater movements in peat deposits.

Cogeneration: OER sponsored a Governor's conference on cogeneration for Maine industry groups attended by 185 people. A follow-up workshop for the Maine Hospital Association was also held. OER provided assistance to 30 Maine businesses and institutions in assessing the feasibility of cogeneration. At the request of the Office of Public Advocate, the OER provided expert testimony to the Maine Public Utilities Commission on the potential for cogeneration development in the Maine Public Service Company service area.

OER continued to provide technical assistance to the City of Lewiston, as part of the assessment work group for determining the feasibility of district heating and cogeneration development.

Electric Power Analysis: The OER continues to analyze electricity developments in Maine with respect to the need for power and its cost. Pursuant to its legislative mandate (5 MRSA 5005), OER participated in the proceedings before the Maine Public Utilities Commission on Central Maine Power Company's Sears Island proposal. Assistance was provided to the Public Advocate's Office on several cases before the PUC, including fuel adjustment hearings for Central Maine Power, and rate cases for CMP and Maine Public Service Company. OER staff testified on cogeneration, wood energy, oil prices, and utility conservation loan programs as they relate to rates.

Operations Division. Activities include:

Demonstration Weatherization Program: OER received $80,010 as the result of a consent order between the Chevron Oil Company and the U.S. Department of Energy. These funds were returned as reimbursement for alleged oil overcharges. As an equitable means of returning Chevron funds to consumers, OER sponsored a lottery open to all Maine homeowners and from over 1600 applicants selected 40 houses by random lot to be weatherized. No more than $2000 was spent on each house and an energy audit was required to determine the most cost-effective steps for each house. All program applicants not selected for the weatherization part of the program were invited to attend special workshops where they were instructed in basic weatherization techniques. At the program's conclusion, 42 houses had actually been weatherized (enough funds remained for 2 additional houses) and slightly over $200 remained unexpended.

The Energy Extension Service: The EES operates through four regional offices in Portland, Bangor, Presque Isle and Lewiston. These offices assist in the local delivery of OER programs; residential energy conservation has been the primary focus of the 1981-82 program. Activities included promotion of the REAP audit, hands-on weatherization workshops for homeowners and renters, regular newspaper columns, energy education fairs, adult education courses, solar energy tours, and training of volunteers in groups or agencies with energy programs. During October 1981, the EES coordinated Energy Conservation Month. With the help of a variety of service organizations and local experts, EES was able to help more than 6,000 Maine people deal with their energy problems on a face-to-face basis. This was accompanied by a statewide media campaign aimed at promoting energy conservation.

Information Activities: Information activities were concentrated on general energy information dissemination. At the current time, OER in Augusta handles approximately 230 public information requests on a monthly basis. The OER coordinated the formation of the Energy Information Clearinghouse, a consortium of 16 Maine organizations which prepare and distribute energy information. The Clearinghouse is an attempt to coordinate production of new publications and reduce duplicative efforts.

The OER launched the Mobile Energy Information Center in the last year. The Center is a school bus which has been retrofitted to house a variety of energy conservation and renewable resource displays. The Center travels throughout the state to shopping malls, employment sites, fairs and other special events. More than 7,000 people visited it by the end of June.

Energy education efforts have been reduced due to federal budget cuts. OER coordinated a 1981-82 minigrants program to provide funding in Maine elementary schools but it was terminated. During the past year, OER transferred the bulk of its energy library to the State Library in Augusta. While this transfer was forced by budget cuts, it is intended to make the library more generally available to Maine people.

On a general level, through release of various studies and reports and ongoing media contact, the OER informs the public of major new developments, trends and programs in energy.

Transportation programs: The OER received a two-year, $100,000 Federal Highway Administration Grant to continue its rideshare activities in three areas; continuation of the Portland commuter matching service, continued efforts with individual, large employers and the development of a third-party vanpool corporation. OER has also initiated an effort to identify and establish private "park and ride lots"—secure areas where commuters can meet, park their vehicles and share rides.

Institutional Building Grants: OER uses a combination of Federal and State funds to provide energy audits and help finance energy conservation improvements in Maine schools, hospitals and local government buildings. The following information reflects cumulative totals for these grant programs. For schools and hospitals, Federally allocated funds total about $4.1 million. Through bond issues, the State has contributed $17 million. Currently, about 850 schools and 40 hospitals have received assistance. This program is jointly administered with the Bureau of Public Improvements. The Federal contribution for local government buildings totals $165,000. The State has provided an additional $2.5 million through a bond issue. More than 130 communities have received assistance.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	500,237	44,963	6,023		449,251	
Health Benefits	16,066	1,463	234		14,369	
Retirement	76,121	7,124	932		68,065	
Other Fringe Benefits	652	95			557	
Computer Services—Comm	10,544	1,612	1,884		7,048	
Computer Services—State	1,961	173			1,788	
Other Contractual Service	301,547	15,456	79,644		206,447	
Rents	28,412	1,031	2,571		24,810	
Commodities	16,439	479	55		15,905	
Grants—Subsidies—Pensions	743,924				8,800	735,124
Equipment	209				209	
Transfers to Other Funds	28,929		1,574		27,355	
TOTAL EXPENDITURES	1,725,041	72,396	92,917		824,604	735,124

GOVERNOR'S ADVISORY BOARD ON EXECUTIVE CLEMENCY

DAVID E. REDMOND, CHAIRMAN

Central Office: Twin Island Acres, Biddeford *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102J; *Citation:* 1977 Exec. Order 5
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: As established by Executive Order number 5 on May 16, 1977, the Governor's Advisory Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than every two months.

ORGANIZATION: The Governor's Advisory Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The Board consists of three persons appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Advisory Board on Executive Clemency met for the first hearings on July 27, 1977. Following this first hearing, the Board met on the last Wednesday of every month. The Governor met with board members following each of these hearings to discuss the individual requests for pardons or commutations of sentences. The Board continues to meet the last Wednesday of every month.

Board members are: Alex A. Nichol, Cape Elizabeth, Donald Nichols, Augusta, David E. Redmond, Biddeford. Alternate member: Charles Abbott, Auburn, and Wanda Evans, Hallowell.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the (Office of) the Governor.

(OFFICE OF) FEDERAL-STATE COORDINATOR

S. KIRK STUDSTRUP, FEDERAL-STATE COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1965 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 108; *Citation:* 1965 P & SL Chap. 262
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function as a legal advisor. He also serves as liaison with the State of Maine Office in Washington and the Congressional Delegation. The Office handles relations with the New England Governors' Conference, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	64,189	50,869			13,320	
Health Benefits	1,541	1,165			376	
Retirement	5,333	3,232			2,101	
Other Fringe Benefits	243	243				
Other Contractual Service	14,569	12,045			2,524	
Commodities	458				458	
Grants—Subsidies—Pensions	8,000				8,000	
Transfers to Other Funds	516				516	
TOTAL EXPENDITURES	94,849	67,554			27,295	

STATE AGENCY HOUSING COORDINATING COMMITTEE

SHARON MITCHELL LUNNER, CHAIRPERSON

Central Office: 320 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102W; *Citation:* Exec. Order 1 FY 82

PURPOSE: One of the Committee's major goals is to coordinate housing activities within the state in order to maximize limited resources, to avoid duplication and to target programs to areas with greatest needs. The SAHCC works closely with the Maine State Housing Authority Advisory Board in the development of housing policy. Toward this end, this spring A HOUSING POLICY FOR THE STATE OF MAINE was drafted and forwarded to the Governor's office for review.

ORGANIZATION: The membership of the SAHCC includes representatives of the: Maine State Housing Authority, State Planning Office, Office of Energy Resources, Bureau of Maine's Elderly, Bureau of Mental Retardation, Division of Community Services, Farmers Home Administration, and Veterans Administration. The Committee is chaired by the Director of the Maine State Housing Authority.

PROGRAM: The Committee meets on a near monthly basis. No money from the state's General Fund is used to support the activity of the SAHCC. No job slots are assigned to this Committee. Staff support is provided by the Maine State Housing Authority.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

WILLIAM B. TROUBH, CHAIRMAN

Central Office: State House, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102P; *Citation:* Exec. Order 5 FY 79

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Select Committee on Judicial Appointments was created to provide assistance in the appointment of judicial officers and members of the Workers Compensation Commission which the Governor must nominate. Consequently, the Committee investigates, evaluates and provides advice to the Governor on all potential candidates for these appointments. However, the final decision in any case rests solely with the Governor.

ORGANIZATION: On March 5, 1979 the Governor issued Executive Order #5 creating the Governor's Select Committee on Judicial Appointments. The Committee consists of four or more persons appointed by the Governor to serve at his pleasure and the chairman is also designated by the Governor. All members of the Board are Maine citizens and are members of the bar who have demonstrated such qualities in their private and professional lives that would assist them in evaluating candidates for judicial office.

The Committee meets at the call of its chairman and at least seven days notice shall be given to members prior to the meeting. The Committee members are entitled to $45.00 per diem compensation plus expenses.

PROGRAM: During fiscal year 1982, the Governor's Select Committee on Judicial Appointments met or conferred several times to discuss and review the qualifications of potential candidates for appointment to judicial posts and the Workers' Compensation Commission. Of the many possible individuals considered, the names of those that were viewed by the Committee to have superior qualifications were forwarded to the Governor for his consideration.

In turn fifteen of these suggested candidates were nominated by the Governor to fill vacant posts. Fourteen of these nominees were ultimately confirmed by the Maine State Senate.

The Select Committee has materially contributed to the unusually high caliber of Governor Brennan's appointees to the bench and the Workers' Compensation Commission.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administraive decision, included with those of Office of Governor.

JUVENILE JUSTICE ADVISORY GROUP

A. L. CARLISLE, CHAIRMAN
GERALDINE BROWN, Juvenile Justice Specialist

Central Office: 4 Wabon Street, Augusta *Telephone:* 289-3361
Mail Address: Statehouse Sta. #88, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 112A; *Citation:* Exec. Order 4 FY 80
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Juvenile Justice Advisory Group was created in response to the requirements of the Juvenile Justice and Delinquency Prevention Act of 1974 as amended. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and comment on all juvenile justice and delinquency prevention grant applications to the Maine Criminal Justice Planning and Assistance Agency (MCJPAA). In addition, the Juvenile Justice Advisory Group: advises the MCJPAA, its Board of Directors, the Governor and the Legislature on matters related to juvenile justice; monitors State compliance with the requirements of deinstitutionalization of status and non-offenders and separation of juveniles from adults; advises the Governor on MCJPAA Supervisory Board composition; develops more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

ORGANIZATION: The Juvenile Justice Advisory Group was created by Executive Order 4 FY 80 on October 5, 1979. Consistent with PL 93-415, Sec. 223(a) (3), the advisory group consists of not less than twenty-one and not more than thirty-three representatives from the following interests: representatives of units of local government, law enforcement and juvenile justice agencies including: law enforcement, corrections or probation personnel, and juvenile court judges; representatives of public agencies concerned with delinquency prevention or treatment such as welfare, social services, mental health, education or youth services departments; representatives of private organizations concerned with delinquency prevention or treatment; concerned with neglected or dependent children; concerned with the quality of juvenile justice, education or social services for children; representatives of public/private agencies which utilize volunteers to work with delinquents or potential delinquents; representatives of community-based delinquency prevention or treatment programs; representatives of business groups and businesses employing youth; representatives with special experience and competency in addressing the problems of school violence and vandalism; and representatives with special experience with the problems of learning disabilities. In addition, a majority of members (including the Chairperson) shall not be full-time employees of the Federal, state or local government, and at least one-third of the members must be under the age of 26 at the time of appointment, and at least three of whom must have been or shall currently be under the jurisdiction of the juvenile justice system.

Pursuant to the provisions of PL 93-415, Sec. 223(a) (3), the performance of the responsibilities of the Governor relating to provision of staff and support are delegated to the Director of the Maine Criminal Justice Planning and Assistance Agency, who may appoint staff as he deems necessary to implement the purposes of the Executive Order. The Maine Criminal Justice Planning and Assistance Agency is the fiscal agent of the advisory group.

PROGRAM: The Advisory Group had no program during FY 82.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

JUVENILE JUSTICE ADVISORY GROUP	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	15,954	15,954				
Health Benefits	391	391				
Retirement	2,418	2,418				
Other Fringe Benefits	7	7				
Computer Services—State	369	369				
Other Contractual Service	4,448	4,448				
Rents	5,354	5,354				
Commodities	127	127				
Grants—Subsidies—Pensions	66,016	66,016				
TOTAL EXPENDITURES	95,084	95,084				

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD BARRINGER, CHAIRMAN
CRAIG W. TEN BROECK, EXECUTIVE SECRETARY

Central Office: State Planning Office, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: March 19, 1976 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102H; *Unit Citation:* FY 79 Exec. Order 12

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been amended by Executive Order No. 9 FY 80/81.

The Council's membership consists of: the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Director of the State Development Office, the Director of the State Planning Office, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; and the Chairman of the Regional Planning Commission's Directors Association.

PROGRAM: The following sections describe the Council's progress in three major areas of endeavor during 1981: policy formulation, developing a resource management system, and solving priority problems.

I. POLICY FORMULATION

Hydropower Policies Study. Maine's major rivers begin in the mountains to the north and west, and fall thousands of feet in their course to the Atlantic. As a result of being situated between the mountains and the sea, Maine has 40% of New England's potential for hydropower at existing dams and fully 70% of the potential at new sites. In the past few years a rapid resurgence of interest in hydropower has developed largely in response to the rising cost of foreign oil and the increased cost of electricity from oil-fired power plants. The resulting proposals for hydropower development have raised concerns regarding the adequacy of Maine's environmental laws and regulatory agencies to review these proposals.

Governor Brennan, in a letter dated February 3, 1981, requested the Land and Water Resources Council to review and recommend needed changes in the State's policy and regulatory framework regarding hydropower development. He also noted that the Soil and Water Conservation Commission in the Department of Agriculture has requested that it be relieved of administering the Neglected Dams Act. The Governor said that: "These two problems present us with an opportunity to take a comprehensive look at the State's role in dam management."

In response to the Governor's request, the Council established a Hydropower Study Subcommittee. The Council requested that the subcommittee prepare preliminary policy recom-

mendations by May 30, 1981, so they might be incorporated by the Office of Energy Resources into the State Energy Policy, which was issued in June, 1981. The Council also requested that the subcommittee prepare a final report with legislative recommendations, if any, by October, 1981.

The Hydropower Study Subcommittee provided the Office of Energy Resources with recommendations regarding hydropower development, several of which were incorporated into the State Energy Policy. Among these, the most important are that: 1) the Land and Water Resources Council draft comprehensive legislation to ensure a timely and fair review of all proposed hydropower projects; 2) the Departments of Inland Fisheries and Wildlife and Marine Resources and the Atlantic Sea Run Salmon Commission develop statewide fisheries management plans identifying river stretches and dam sites where fish passage facilities may be required; and 3) that the Department of Conservation, working with the appropriate interests, identify river stretches in the state that provide unique recreational opportunities or natural values, and develop a strategy to conserve these areas.

The fisheries management plans and the recreational and unique rivers study are currently in progress, and are both expected to be completed by June 1982. The hydropower legislation was drafted, but not submitted to the second regular session of the 110th Legislature because of remaining technical and possible constitutional problems.

Peatland Preservation. The rising cost of foreign oil has increased interest in the use of peat as a fuel for heating buildings and producing electricity. Peat also has uses in agriculture as a soil amendment and livestock bedding. Naturalists and botanists have long been interested in peatlands because of their interesting flora and the presence of rare plants.

Governor Joseph Brennan adopted the State Energy Policy in June, 1981. As part of that policy, he directed the Land and Water Resources Council to establish a subcommittee to coordinate environmental research programs relating to peat, and to identify peatlands that should be preserved because of rare plant species, rare animal habitats, or other unusual peatland characteristics. He asked the Council to recommend measures to protect peatlands identified as meriting preservation. The limited development of Maine's peatlands provides the opportunity to identify peatlands that are unique in an ecological or geologic sense; or that, if mined, would result in unacceptable consequences for the environment; and to seek to protect these areas. Identification and protection of these peatlands will reduce conflicts by steering development toward other peatlands.

Because of the Office of Energy Resources' (OER) interest in peat resources, the Chairman of the Council asked OER to chair the subcommittee. A 20 member subcommittee was formed consisting of representatives from state agencies, the University of Maine, environmental interest groups, and a representative from the Downeast Resource Conservation and Development District.

The subcommittee examined available data on peatlands, and concluded that the Office of Energy Resources and Maine Geological Survey inventory of peatlands has already identified, for the most part, those peatlands of significant economic value. This survey identified approximately 150 peatlands, each larger than 50 acres, where the greatest conflict between mining and preservation may occur. The Land Use Regulation Commission (LURC) contracted with the Quarternary Institute at the University of Maine to identify, from among a selected number of the economically significant peatlands in the unorganized area of the state, those which should not be mined because of their environmental sensitivity.

The subcommittee has concluded that the LURC approach to identifying sensitive peatlands that should not be mined, should be applied to the organized area of the state, as well. The information from these two studies should lead to peatland development that will minimize conflicts. Developers can use the information from these studies to select peatlands where mining will have minimum environmental impact and the least conflict with other peatland uses.

The subcommittee is expected to complete its work and forward its report to the Council in early 1982.

Tidal Power. Current topics of study by the Land and Water Resources Council reflect the growing concern about Maine's future energy sources.

In September, 1980 Governor Brennan asked the Council to study the tidal power project being proposed for Half Moon Cove by the Passamaquoddy Tribe, and to recommend what actions the State should take relative to the project.

The Council established a subcommittee under the chairmanship of Lloyd Irland, con-

sisting of affected agencies, which immediately began assembling information on the project and identifying issues of state concern. The subcommittee met frequently during 1981, maintained contact with Passamaquoddy tribal representatives, fully reviewed the Tribe's tidal power feasibility studies, kept the Cobscook Bay area's legislative delegation informed, and assisted the Bureau of Public Lands in developing lease terms for the Tribe's proposed project. The subcommittee also maintained contact with the Corps of Engineers regarding their Cobscook Bay Tidal Power Study.

At the Council's November 1981 meeting, the subcommittee tendered its report to the Council concerning both the proposed Half Moon Cove Project and the Corps' Cobscook Bay Tidal Power Study.

During 1981 the Passamaquoddy Tribe entered into lease negotiations with the Bureau of Public Lands for State-owned submerged lands. The Tribe also applied to the Maine Department of Environmental Protection for a Coastal Wetlands Alteration Permit, and will also have to apply for a Site Location of Development Permit. The Tribe applied to the Federal Energy Regulatory Commission (FERC) for a license to build the project; however, FERC has asked the Tribe for additional information before acting on the license.

The subcommittee concluded that, from an environmental viewpoint, the Half Moon Cove site is as favorable a tidal power site as is likely to be found in Maine. Should the Tribe succeed in securing financing, its development is in the public interest.

The subcommittee also concluded that should the Half Moon Cove project prove financially feasible, it could spawn a series of similar projects aimed at generating firm power on a 24-hour basis. Should this occur, significant questions of cumulative impact on the Bay's important ecosystems will arise. The subcommittee recommended that if the Half Moon Cove project is built, the State immediately undertake a planning effort to identify any needed constraints on the piecemeal development of Cobscook Bay for tidal power.

The project displays a number of highly unfavorable financial characteristics. It would generate multimillion dollar cash losses during its first decade, with no possible repayment of initial development costs during those years. The project could only be financed with flat grants, or with the most unusual kinds of private financing. For this reason, the subcommittee judged that its construction in the next five years is unlikely.

The Council concluded that in terms of rentals for State land, State taxation, and possible subsidized funding or grants for construction, the project should be treated as a private commercial enterprise. The Council did not feel that the project should be entitled to any special consideration by reason of its municipal or tribal status. The Tribe and the Cobscook Bay Tidal Power Committee have been generously supported by public funds. In the Council's judgment, the public sector has done its share. The Council felt that it is time for the project sponsors to demonstrate the projects viability by developing their own financing. The Council further recommended that the State provide no more public funds.

The Corps of Engineers for several years has been exploring possible tidal power sites in Cobscook Bay. There are several tidal dam sites which appear, on the basis of preliminary information, to have economic potential. The proposals, however, raise serious environmental questions. In the light of the high degree of uncertainty about future prices of oil, these costly projects are unknown financial risks. The intermittent power generated may be of limited value to the State's overall energy mix.

Governor Joseph Brennan has requested that the Corps of Engineers initiate the indepth second phase of the Cobscook Bay Tidal Power Study, to determine if any of the tidal power projects are environmentally and economically feasible.

II DEVELOPING A RESOURCE MANAGEMENT SYSTEM

Ground Water Protection Commission. The use of ground water depends on availability of high quality supplies. Contamination of the water supply in East Gray and the wide-spread occurrence of drought-induced dry wells in 1978 are graphic examples of the disruption caused when either the quality or quantity of ground water drops below usable levels.

Of the 149 municipal water systems in the state, 12 have been identified as having insufficient ground water to meet their system demands; and 10 have been identified as having ground water quality problems, primarily as a result of high natural levels of iron.

The Legislature during its 109th Session, recognizing the threats to Maine's ground water resources, passed an Act creating a Ground Water Protection Commission to review the laws dealing with ground water and report its findings and recommendations to the 110th Legislature.

The Land and Water Resources Council's Executive Secretary served as the principal staff person to the Commission, preparing a report for the Commission on Ground Water Quantity in Maine and drafting the Commission's final report.

The Commission issued its report in January 1981. Among the eleven recommendations made by the Commission, the most important was that the Site Location of Development Act be amended to prohibit activities that may discharge hazardous pollutants from being sited on primary sand and gravel recharge areas.

The Commission prepared draft legislation which was submitted and passed by the 110th Legislature.

Mapping Advisory Committee. The Mapping Advisory Committee was originally created by Executive Order in 1974, and is composed of staff from five state agencies: the Departments of Conservation, Inland Fisheries and Wildlife, and Transportation; the Bureau of Taxation; the State Planning Office, and a representative from the University of Maine. The Committee was established for the purposes of coordinating state agency mapping programs; identifying map users needs; and developing mapping priorities, particularly for the U.S. Geological Survey to guide their mapping program in Maine. The Committee also reviews proposed names and name changes for physical and cultural features on Maine maps, and provides recommendations to the U.S. Geological Survey on these matters.

In the Mapping Advisory Committee's 1980 Annual Report, it recommended that it become a standing subcommittee of the Land and Water Resources Council. The Committee made this recommendation because it believed that its recommendations could be more effectively coordinated with other agencies through affiliation with the Council. The Council at its January 1981 meeting unanimously approved the Mapping Advisory Committee's request to become a standing subcommittee of the Council.

In the Executive Order recreating the Council in March 1981, the Governor established the Mapping Advisory Committee as a standing subcommittee of the Council. He charged the subcommittee, "with responsibility for reviewing and recommending to the Council actions to be taken regarding coordination of agency mapping programs, and establishing priorities for the U.S. Geological survey mapping program in Maine".

III SOLVING HIGH PRIORITY PROBLEMS

Identifying Maine's Water Resources Research Needs. During 1980, the Land and Water Resources Council assisted the University of Maine's Land and Water Resources Institute in preparing its report on "Maine Water Research Needs." The report is used by the Institute to select for funding those University research projects which most closely address the identified research needs in the report. Several members of the Land and Water Resources Council were interested in establishing priorities among the water resources problems identified in the "Research Needs Report," so they might use the priorities to guide their own planning and research efforts. Therefore, the Council asked its River Basin Subcommittee to further delineate the priorities in the report. The subcommittee met and decided to rank the research priorities based on three criteria: 1) protection of human health, 2) maintenance of ecosystem integrity, and 3) socio-economic impacts. The major research categories defined in the research needs report were ranked, in the order of their importance, as follows: 1) ground water management, 2) acid precipitation, 3) lake management, 4) river, stream, and wetland management, and 5) recreational use.

PUBLICATIONS:

State Policies for the Management of Growth and Natural Resources
State Activities Related to the Management of Growth and Natural Resources
Policy Recommendations for Reducing Coastal Storm Damages
The Procedural Efficiency of Maine's Environmental Permit System.
A Management Strategy for Maine's Ground Water Resources
Recommended Improvements in Computerized Management of Natural Resources Information
Recommendations of the Ground Water Protection Commission
Assessment of Ground Water Quantity in Maine
Interim Report of the Hydropower Study Subcommittee

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $27,040 in FY 82 and are, by administrative decision, included with those of State Planning Office.

GOVERNOR'S MANAGEMENT TASK FORCE

HAROLD RAYNOLDS, JR., COMMISSIONER, Educational & Cultural Services

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2321
Mail Address: Statehouse Sta. #78, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102U; *Citation:* Exec. Order 8 FY 80

PURPOSE: The Governor's Management Task Force was created for the purpose of providing continuous review of the operating procedures of Maine State Government with an eye toward improving the efficiency and effectiveness of the provision of governmental services. Specifically, the Task Force works closely with the Governor and Commissioner of Finance and Administration to: recommend ways to improve the efficiency and reduce the costs of services; recommend improvements in managerial and operational techniques; recommend changes in organization which would improve services or make their delivery more efficient; and seek to improve understanding between the public and private sectors and improve public confidence in government.

ORGANIZATION: The Governor's Management Task Force was created effective October 15, 1979 by Executive Order 8 FY 80. The Task Force consists of persons with business experience who are appointed by the Governor to serve at his pleasure. It works closely with the Governor and the Commissioner of Finance and Administration in accomplishing its mission. It is anticipated that the Task Force will continue its work over an extended period of time and from time to time will augment its membership with other members of the business community who have special expertise in areas being reviewed.

PROGRAM: Established in October, 1979, during its first year of activity the Governor's Management Task Force completed its initial report to the Governor (*Energy Management in Maine State Government*) which contained recommendations for improvements and savings in State vehicle management, and energy management in State-owned buildings. The report contained 37 specific recommendations which, when fully implemented, could result in estimated annual savings to the state of over $4 million per year.

In December, 1980 the Task Force completed its second major evaluation and reported recommendations and savings in the areas of printing and photocopying, telecommunications, space management, micrographics and postal services. The report *(Administrative Support Service in Maine State Government)* contained 50 recommendations and identified potential savings of over $2 million.

In January, 1982 the Task Force issued *Priorities for Change, Maine State Personnel System* containing recommended changes in the Personnel System in the areas of employment, compensation, organizational structure, labor relations, training, and systems analysis and automation.

PUBLICATIONS:

Energy Management in Maine State Government, May 1980. (Limited number of free copies.)

Administrative Support Services in Maine State Government (limited number of free copies)

Priorities for Change, Maine State Personnel System

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

GOVERNOR'S COMMISSION ON MENTAL HEALTH MANPOWER DEVELOPMENT

KEVIN W. CONCANNON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta 04333

Established: March 20, 1979 *Sunset Termination Scheduled to Start by:* March 30, 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102Q; *Citation:* Exec. Order FY 79 #7

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The primary goal of the Governor's Mental Health Manpower Commission is to create a basic policymaking body in mental health manpower that will systematically address the diverse mental health manpower issues.

The objectives of the Commission are to:

—become personally knowledgeable about the scope of the mental health manpower system;

—analyze data which will identify trends, needs, and problems in mental health manpower and to refine such data for identification of issues;

—prioritize problems in mental health manpower;

—recommend comprehensive manpower policies to be implemented by the mental health system, including public and private institutions, agencies, and all others involved in providing mental health services;

—provide liaison with state and federal manpower activities and with various agencies, associations, and universities in the implementation of collaborative action on the recommended policies; and

—prepare and submit reports and comply with other requirements as requested by the National Institute on Mental Health for supportive federal resources made available to the State of Maine under Public law 78-410, as amended.

ORGANIZATION: The Governor's Mental Health Manpower Commission was created by Executive Order No. 7 FY 79 issued by Governor Joseph E. Brennan on March 20, 1979, to last for a period of five years to March 30, 1984. The Commission is comprised of up to twenty-five members appointed by the Governor for two-year terms. The Commissioner of Mental Health and Corrections is named as Chairman, ex officio.

PROGRAM: The Commission has investigated a number of issues related to mental health manpower during the first year. Issues considered to be priorities and probed in-depth by task groups were: training needs related to primary care physicians offering mental health services and also training needs of mental health workers (direct care) in public institutions and community settings; accessibility to mental health services and the manpower implications therein; funding of mental health services and the determining effect upon manpower utilization; policy determination and planning objectives, impact upon mental health care providers; and personnel and professional roles.

During the first and second years of the Commission, these and related issues were explored as they related to mental health services in a macro or systems-wide sense. The activities of the second year just completed focused upon these problem areas as they affected the recruitment, retention, distribution, utilization and training of mental health manpower in Maine. Task groups made up of the Commission members were formed to probe and evaluate these manpower considerations as they determined mental health services being offered in the institutions, Community Mental Health Centers, long term care facilities (e.g. boarding homes), and through primary care physicians in the private sector. Detailed recommendations have been prepared for presentation to the Governor which selectively describe problems being addressed, barriers seen as limiting resolutions, and recommendations for actions to be taken.

Mental health manpower has been singled out for special attention due to the fact that mental health services are by their nature, labor intensive. Preliminary estimates indicate that Maine is close to the national average in that 80 to 85% of total mental health costs are man-

power costs. The Governor's Mental Health Manpower Commission will continue to work toward correcting costly manpower losses and imbalances in the mental health system from a system-wide perspective.

PUBLICATIONS:

Transcripts of meetings, task group working research papers, and planning documents are available for on-location use at the Department of Mental Health and Corrections, State Office Building, Augusta.

An Introduction to State Mental Health Manpower Development, Governor's Mental Health Manpower Commission, March, 1979. Free.

Year One Status Report, Governor's Mental Health Manpower Commission, March 1980. Limited quantity. Free.

Year Two Status Report, Governor's Mental Health Manpower Commission, Spring, 1981. Limited quantity. Free.

The Role of Primary Care Physicians in the Delivery of Mental Health Care in Maine, October 1980. Available for on-location use.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $59,208 in FY 82 and are, by administrative decision, included with those of the Bureau of Mental Health within the Department of Mental Health and Corrections.

GOVERNMENTAL METRIC POLICIES COMMITTEE

ARNOLD O. JOHNSON, ACTING CHAIRMAN

Central Office: Education Bldg., Augusta *Telephone:* 289-2541
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102B; *Citation:* FY 77 Exec. Order 1
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Governmental Metric Policies Committee is to assess the impact that conversion to the metric system will have on the State and on State governmental operations; assess the state of preparedness of State Government to use and promote metric measure; prepare an assessment of the needs of business and industry, particularly the measurement sensitive industries and trades. The Committee must also locate available human and material resources; produce a plan for State metric conversion; provide coordination within State Government and among the State's businesses and industries; provide metric training for State employees; and promote greater awareness of the general public to the inevitableness of metric changeover within the next decade.

ORGANIZATION: The membership of the Committee shall include but not be limited to representation from the following departments and agencies:

1. Department of Agriculture,
2. Department of Transportation,
3. Department of Educational and Cultural Services,
4. Department of Business Regulation,
5. Department of Finance and Administration,
6. Department of Conservation,
7. Department of Environmental Protection
8. Department of Marine Resources,
9. State Development Office,
10. State Planning Office,
11. (Office of) Governor, and the
12. Public Utilities Commission.

PROGRAM: Committee activities during FY 82 have been limited to the promotion of educational programs for Maine school children, teachers, and parents.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

PAMELA PLUMB, CHAIRMAN
GEORGE N. CAMPBELL, JR., Commissioner, Department of Transportation

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102S; *Citation:* Exec Order 11 FY 79
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

ORGANIZATION: The Council consists of eleven members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association, and the Maine Municipal Tax Collectors and Treasurers Association. Members are appointed annually by the Governor. The Council is required to meet at least four times a year.

PROGRAM: Since its establishment, the Governor's Municipal Advisory Council has met with the Governor once a month to discuss critical municipal concerns regarding such things as the Governor's legislative program the severity of the energy situation on municipalities, solid and hazardous waste management, and highway funding.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

GOVERNOR'S COUNCIL ON PHYSICAL FITNESS AND SPORTS

JAMES V. SULLIVAN, EXECUTIVE DIRECTOR

Central Office: Rm. 220, Portland Campus Gymnasium *Telephone:* 780-4172
Mail Address: University of Southern Maine, Portland, Maine 04103
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102K; *Citation:* FY 78 Exec Order 10

PURPOSE: The Governor's Council on Physical Fitness and Sports has been given responsibility for developing, promoting, coordinating and supporting services and programs of physical fitness and sports for the people of Maine. The members will recommend physical

fitness programs that provide state-wide participation for all citizens including the handicapped and elderly. At the same time, the Council works with appropriate municipal and state officials to enact these programs. Council members will also work with the Bureau of Parks and Recreation, the Bureau of Health, Department of Human Services and the Department of Educational and Cultural Services in order to explore and develop sport facilities, coordinate programs with medical sources and improve physical education programs within schools.

ORGANIZATION: The Governor's Council on Physical Fitness and Sports consists of twenty two members, all of whom are appointed by the Governor. Members are appointed to represent selected geographic areas throughout the state. The full Council will meet every other month in Augusta. The Council membership is representative of elementary, secondary and college youth, individuals in health professions, employees of business and industry, the elderly and the handicapped. All members are appointed for four-year terms. The chairperson is appointed by the Governor from within the membership of the Council.

PROGRAM: Throughout FY 82, the Governor's Council on Physical Fitness and Sports has pursued several activities. These include: a state-wide survey to determine physical fitness and sports programs currently being offered, the development of Council position statements, awards and endorsements. The Council, along with the President's Council on Physical Fitness and Sports, sponsored a Regional Workshop and Clinic on Physical Fitness and Sports at the University of Maine at Augusta. The Council also developed a brochure, a shoulder patch, a logo and five exercise series.

Future programs for the Council will include the Governor's Proclamation for Physical Fitness Week and position statements regarding the health hazards of smoking, drugs, alcohol and stress. The Council plans to develop bicycle paths for recreation and transportation, develop exercise parcourses and develop clinics and workshops throughout the state. The Council will also pursue businesses and industries throughout the state to encourage their employees to participate in fitness and sports programs.

PUBLICATIONS:

Calisthenics
Weight-Interval and Circuit Training
Walk/Jog
Relaxation Exercises
Guidelines for Walking
The above are offered free to any interested citizens.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $645.40 in FY 82 and are, by administrative decision, included with those of the (Office of) Governor.

STATE PLANNING OFFICE

RICHARD E. BARRINGER, DIRECTOR

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 105; *Citation:* 5 M.R.S.A., Sect. 3303

Average Count—All Positions: 44 *Legislative Count:* 12

Organizational Units:

Community Assistance Division
Economics Division
Natural Resources Division
Management and Information Division

PURPOSE: The State Planning Office was established to strengthen the planning and management capability at all levels of government by assisting in identifying current problems and

opportunities, providing guidance for economic, social and physical development of the State, providing a framework for and assisting regional and metropolitan planning, and reviewing and coordinating federal, State, regional and local planning activities.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of development and conservation goals for the State; to conduct continuing economic analysis of the economy and resources of Maine in order to assist the Governor, the Legislature and the various state departments in formulating economic goals, and programs and policies to achieve such goals; to undertake planning programs that cut across responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning; to provide planning assistance to regional planning commissions, local planning boards and community development groups; to participate in inter and intrastate planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; to represent the State on the New England Governors' Conference; and to administer the statewide (A-95) clearinghouse.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; and additional economic planning and analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975. Other organizational activities assigned by Executive Order or designation by the Governor are the A-95 Clearinghouse, the Land and Water Resources Council, federal activities impact coordination, Coastal Energy Impact Program administration, Science and Technology activities coordination, and State Assistance Program administration for the National Flood Insurance Program.

The internal organization established administratively in 1975 and reorganized in 1979 and 1981 includes four divisions; namely, Community Assistance Division, Economics Division, Natural Resources Division, and Management and Information Division.

PROGRAM:

Community Assistance Division: In May 1981, the General Planning Assistance Division became the Community Assistance Division. The reorganization was to provide a clearer focus for the division through consolidating activities with a local emphasis in the areas of land use planning and regulation, community development, downtown and waterfront revitalization, housing and rural development issues.

Community Development Block Grant Program: The State Planning Office assumed responsibility this year for administering the Small Cities Community Development Block Grant Program. This involved preparing draft plans, holding hearings, and obtaining legislative authorization. In May the Office began the process of opening up the competition for grants and administering the program.

HUD "701": The Division continued to administer the Department of Housing and Urban Development (HUD) "701" planning grants to seven non-metropolitan regional planning agencies and to coordinate and assist them in their planning programs.

Shoreland Zoning: The State Planning Office continued to carry out its responsibility to coordinate the activities of the Board of Environmental Protection and the Land Use Regulation Commission on shoreland zoning. The State Planning Office has also continued to advise municipalities on matters related to shoreland zoning, particularly the 122 municipalities where a State-imposed ordinance is still in effect. The State Planning Office also advised the Board of Environmental Protection and the Land Use Regulation Commission on all matters related to shoreland zoning, including amendments of State-imposed shoreland zoning maps, the repeal of State-imposed ordinances where a suitable local ordinance has been enacted, and the adoption of a State Shoreland zoning ordinance where a local ordinance does not comply with the Mandatory Shoreland Zoning Act.

National Flood Insurance Program: In conjunction with the Office of Civil Emergency Preparedness, the State Planning Office administered a grant from the Federal Emergency Management Agency. Staff assisted municipalities in converting from the Emergency to the Regular Phase of the Program and establishing flood plain elevations. They also coordinated flood studies throughout the State and helped establish a flood plain information clearinghouse in the Office of Civil Emergency Preparedness.

Local Planning Assistance: The Division continued to provide planning assistance to local officials and the general public on matters related to zoning, subdivision controls, comprehensive planning, and Maine's land use laws in general. This assistance included the distribution of technical publications such as a booklet containing suggested subdivision regulations for small towns, a pocket-size pamphlet containing Maine's planning and land use laws, and a handbook for municipal boards of appeals.

Manufactured Housing: At the request of the Legislature, the State Planning Office conducted an educational program for local governments on municipal regulation of manufactured housing. The Office prepared educational materials, and held four well-attended workshops around the State.

Economics Division: The mission of the Economics Division is threefold: 1. *short term issue analysis:* to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis, and policy recommendations on issues of immediate concern; 2. *long range policy analysis:* to conduct in-depth studies on issues of long range significance for the socio-economic development of the State and to formulate policy recommendations for state decision makers; and 3. *program coordination:* to maintain current information on local development plans and on state and federal development assistance programs, to formulate state positions on the best use of these programs and to coordinate federal, state, and local development efforts.

To fulfill its mission, the Division maintains a small professional staff of planners, economists, and researchers, each of whom maintains two or three topical and agency areas of expertise. The Division's overall work program is set by the Division Director in conjunction with the Director of the State Planning Office and members of the Governor's staff. In addition, between one quarter and one third of the Division's time is spent in meeting requests for short term policy analysis and local planning assistance.

In the past year, the Division has done research and prepared reports on the following topics: railroad line closings, energy price and demand forecasting, population and labor market forecasting, federal-state-local tax policies, retirement legislation, income tax indexing, minerals taxation, and Outer Continental Shelf oil exploration. In many of these instances, Division analysis was incorporated into legislation. The study of income tax indexing led to a proposal by the Governor to index the standard deduction. Division staff worked with the Legislature in drafting mining legislation and in preparing the state's case to defend the Bath Iron Works project.

In the area of program coordination, the Division has managed the EDA 302(a), the New England Regional Commission, and the FmHA III planning grants and the Coastal Energy Impact Program. Throughout the past year, much of the activity in this area has been devoted to monitoring Congressional developments on budget cuts and programs, tax and regulatory changes affecting the State.

Managment and Information Division: This division was established to consolidate functions serving the office in a general way, including data processing, fiscal and personnel matters, pubic information dissemination, and A-95 review.

State Government Socioeconomic Data Center: The Data Center was created by Executive Order in 1978, although it existed less formally before that time. Data Center staff collect and maintain social and economic statistics concerning Maine and the U.S. and respond to requests for such information from a wide range of public and private interests. Such information is also provided to other Planning Office divisions for use in issue and policy analysis for the Governor and Legislature. The number of requests handled by the Data Center has increased each year, from 1,000 in 1978 to about 2,700 in 1981.

Data Processing Activities: The State Planning Office continued to play an important role in coordination data processing activities among state agencies during FY 1982. The staff continued active participation on the Computer Services Advisory Board, and related subcommittees.

A wide variety of socio-economic data was provided for use by the agency, the public and

other state agencies. Reports covering population, housing, sales tax, and federal grants were issued during the preceding year. As the lead state agency, the Planning Office has received 1980 Census information and hosted several meetings with interested agencies to clarify statewide data needs. The State Planning Office has also undertaken the development and maintenance of a computerized model of the state's economy.

State Clearinghouse (A-95): During FY 82, numerous projects were submitted for review under the provisions of the Office of Management and Budget Circular A-95. Projects included grant applications from state and non-state applicants, federally required state plans and direct federal development projects (including Environmental Impact Statements and Notices of U.S. Government Surplus Property). Information on these projects was submitted to 83 State agency contacts, 133 non-state contacts (10 regional planning commissions, University of Maine, etc.) for their review and comment by means of a Weekly Bulletin. The State Clearinghouse provided coordination in the grant application process through contacts with the applicant, the reviewing agencies and the federal funding agencies.

Water Resources Program: The Water Resources Program consists of activities intended to develop State policies on water-related issues, improve the water resource data base, and achieve coordination among the several State and federal agencies concerned with water resources planning and management. The program largely supports the activities of the Maine Land and Water Resources Council, provides Maine's input to regional studies, and assists in the development of regional positions. During FY 82, the Water Resources Program devoted much of its effort to water/energy issues and elements of the State Energy Plan.

In February 1981, Governor Brennan called upon the Land and Water Resources Council to review Maine's regulatory procedures and policies regarding the development of hydropower. Water Resources Program staff developed issue papers and provided information to a special Hydropower Study Subcommittee charged with that responsibility. The subcommittee's final report, completed during FY 82, recommended adoption of comprehensive legislation to facilitate expeditious and fair review of proposed hydropower projects. The report suggested the development of a statewide fisheries management plan identifying river stretches and dam sites where fish passage facilities may be needed. The subcommittee also advocated a program to identify and develop conservation strategies for Maine river stretches providing unique recreational opportunities or natural values.

Water Resources Program staff developed issue papers and provided other support to a Land and Water Resources Council subcommittee formed to coordinate efforts to identify Maine's most significant peatlands. Working with the Maine Office of Energy Resources, this subcommittee developed a strategy to pinpoint peatlands of Statewide importance because of rare plants, rare animal habitat, or other significant peatland characteristics. During FY 82, the Water Resources Program staff studies the feasibility of developing tidal power in areas of Washington County's Cobscook Bay. During 1982, the Passamaquoddy Tribal Council initiated lease negotiations with the Maine Bureau of Public Lands for State-owned submerged lands vital to the Tribe's proposed development of a small tidal power project at Half Moon Cove near Eastport. Governor Brennan asked the Land and Water Resources Council to study the Half Moon Cove project and to maintain contact with the U.S. Army Corps of Engineers regarding its *Cobscook Bay Tidal Power Study*. The Water Resources Program staff researched issues for the Land and Water Resources Council subcommittee charged with this responsibility. As a result of these efforts, the subcommittee reported in November 1981 that from an environmental standpoint, the Half Moon Cove site is the most favorable location for a tidal project in Maine. The subcommittee also concluded that, because of the unusual financing problems associated with the project, it is unlikely to be built in the near future. The report suggested that successful development at Half Moon Cove could lead to the initiation of several more tidal power plants on Cobscook Bay. Several tidal projects could ultimately result in adverse effects upon the Bay's valuable ecosystem. The subcommittee also cautioned that the proposals in the Corps study raise serious environmental concerns and may have questionable economic viability.

Coastal Program: The Coastal Program consists of projects and activities designed to achieve a balance between the conservation of coastal resources and their wise utilization for the economic benefit of Maine people. For the past three years, Maine has received an annual grant of about $1.2 million from the U.S. Department of Commerce's Office of Coastal Zone Management. The State Planning Office provides a focal point for coastal issues and coordinates the activities of the State, Regional Planning Commissions, and local governments.

The Coastal Program provided funds to several State agencies during FY 82 to address

various public policy issues of Statewide significance. For example, the program funnelled revenues to the Maine Department of Environmental Protection (DEP) to support six staff positions. This additional support enabled the DEP to assist developers to apply for permits more efficiently and assure greater compliance with the State's environmental laws. Other issues addressed through special projects resulted in a management plan for Higgins Beach in Scarborough, reduced clam flat pollution, and a local assistance program for the enforcement of land use ordinances. With federal Coastal Energy Impact Program funds, Maine's Coastal Program is enabling Bigelow Laboratories in Boothbay Harbor to investigate the potential impacts on the Maine coast of the proposed development of a large tidal power project at Minas Basin in Nova Scotia.

During FY 82, the Coastal Program worked with the DEP and the U.S. Army Corps of Engineers to simplify the procedure for obtaining permits for activities in coastal wetlands. As a result, the applications for a State Coastal Wetlands permit and the Corps of Engineers Section 10 and 404 permits have been combined, and a "one stop" permit is now in use. Such regulatory reform eases procedures for applicants and makes more efficient use of the taxpayer funds supporting the regulatory effort.

The Coastal Program supports the Maine Index, a computerized system for cataloging and automatically retrieving information on Maine's natural resources. This system, now housed in the Maine State Library, also contains information on natural resource maps.

The Coastal Program provided the planning and feasibility work underlying both the public commercial fishing piers and the cargo ports initiatives. As a result of these efforts, fish piers are now under construction in several coastal communities, a cargo port is slated for Searsport, and the expansion of Bath Iron Works into Portland has been facilitated.

The Coastal Program provided assistance during FY 82 to the Maine Bureau of Public Lands to devise a procedure for leasing State-owned submerged lands. This was especially crucial to the development of a tidal power generating facility at Half Moon Cove on Cobscook Bay in Washington County (see *Water Resources Program,* above). In addition, Coastal Program funding supports the review by State agencies of federal projects and other projects requiring federal permits for consistency with Maine's Coastal Program and resource management laws. Maine's extensive research and analysis of the proposals to explore for oil and gas on Georges Bank resulted in the addition of needed restrictions on the drilling procedures. These restrictions will help to protect the New England Coast from damaging spills and safeguard the invaluable fisheries of the region. Maine also joined the federal government in requiring a detailed program to monitor the effects of these drilling activities. Through their review of the Corps of Engineers' plans for dredging of the Kennebec River, State agencies identified a less damaging alternative which saved taxpayers over $200,000.

By far, the bulk of Maine's Coastal Program funds are granted to coastal communities to conduct coastal resource management projects. Over 130 projects were funded in FY 82. The local grants portion of the Coastal Program complements State efforts to address significant public policy issues, improve the implementation of State laws and programs, and foster economic development. Communities use these small grants to support projects related to local land use issues (e.g. shoreland protection and land use ordinances), economic development (e.g. ports, harbors, waterfronts and fish piers), recreation and access (e.g. park developments and parking facility planning), and marine resources management (e.g. shellfish management surveys and clam warden programs). These grants enable towns to resolve conflicts and capitalize on opportunities to make the best use of their coastal resources. This results in better management of and improved protection for these irreplaceable resources as well as additional quality jobs for Maine people.

In addition to local grants, the Coastal Program provides financial support for essential technical information and planning services provided by the SPO and Regional Planning Commissions to local governments. This effort is aimed primarily at decision-makers on the local level who are charged with the local land use regulation responsibilities.

Maine Critical Areas Program: The Maine Critical Areas Program is an effort to identify and protect Maine's most significant natural features. These include areas important to the fields of zoology, geology, and botany. An official list of these valuable areas, called the Register of Critical Areas, is maintained by the program under the guidance of the Maine Critical Areas Advisory Board. The program works with landowners on a voluntary basis to conserve these areas. In recognition of its valuable work, the program was honored in 1980 with the U.S. Department of the Interior Achievement Award for outstanding contribution to the conservation of the nation's natural resources.

During FY 82, the Critical Areas Program investigated a variety of subjects including: old-growth forests, jack pine, and rare plants. A planning report on Arethusa, a rare orchid found in some Maine peatlands was approved and accepted by the Critical Areas Advisory Board.

The program staff met with the Critical Areas Advisory Board three times during FY 82 to review information on areas proposed for registration. Based upon the Board's recommendation, 73 areas were added to the Register, bringing the total number of entries on the Maine Register of Critical Areas to 424. Eleven additional areas were added to the list of areas which meet the program's guidelines but were not registered either because the landowners could not be contacted or because registration would be detrimental to the conservation of the area.

The program also made substantial progress toward the designation of state-owned lands for inclusion on the register. During FY 82, a number of significant areas in Baxter State Park and on coastal seabird nesting islands were registered. The Critical Areas Program provided considerable assistance to many landowners, government agencies, developers, and conservation organizations. The program advised landowners of the significance of areas they own, appropriate management for these areas, and sources of expert management assistance for specific problems. The program provided information to developers about areas sensitive to development and requiring special attention. Many State and federal agencies also received technical assistance from the program.

The Critical Areas Program devoted much of its resources during FY 82 toward the establishment of a Maine coast estuarine sanctuary. The program sought a pre-application grant to plan such a sanctuary at Laudholm Farms in Wells. These funds will be channeled to the Southern Maine Regional Planning Commission to prepare an environmental impact statement. Voters endorsed the proposal in a special town meeting on June 8, 1982.

PUBLICATIONS:

The following is a partial listing of State Planning Office publications, all of which are available from the Management and Information Division.

Maine Retail Sales Quarterly Report
Tourism Quarterly Review
1977 Per Capita Income, U.S. Dept. of Commerce
Town Land Area
Index of State Agency Data Files
Standard Geographic Code for Minor Civil Divisions 1981
1980 Advance Census Count—Maine
Governor's Report on the Maine Economy 1982
The Status of Housing in Maine 1981 Annual Report
SIS—Indicators of Poverty (annual)
Economics Distress and the Changing Nature of Rural Maine
Status Report on Rural Development
The Economy of Maine: An Overall Assessment Summary 1979
Agriculture in Maine: A Policy Report
The Governor's Committee Rural Development Annual Report
Community Profiles
Maine Planning and Land Use Laws
A Guide to the Flood Insurance Program
A Handbook for Municipal Boards of Appeals
Suggested Forms for the Administration of the Municipal Subdivision
Model Subdivision Regulations for Small Towns
Guidelines for Municipal Shoreland Zoning Ordinances
Sample Forms for Shoreland Zoning Administration
Comprehensive Planning Guide
Model Land Use Ordinances
Model Zoning Ordinance for Maine Communities
Maine Coast Estuarine Sanctuary
Maine's Whitewater Rapids and Their Relevance to the Critical Areas Program
Ecology of Maine's Intertidal Habitats
Ecology of Maine's Intertidal Habitats (technical version)
Evaluation of the Enforcement of Four Maine Environmental Statutes
Maine Peatlands

Piping Plover Planning Report
Financial Application—Estuarine Sanctuary
Higgins Beach Management Plan
The Maine Coast: A Statistical Source
Guide to Federal Consistency

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	799,230	277,964	•		521,266	
Health Benefits	22,523	7,184			15,339	
Retirement	124,318	42,726			81,592	
Other Fringe Benefits	1,304	855			449	
Computer Services—Comm	104	78			26	
Computer Services—State	8,491	5,359			3,132	
Other Contractual Service	218,290	131,483	1,222		85,585	
Rents	7,947	846			7,101	
Commodities	14,167	7,553	124		6,490	
Grants—Subsidies—Pensions	834,794	94,147			740,647	
Equipment	3,908	319			3,589	
Transfers to Other Funds	44,401		—15		44,416	
TOTAL EXPENDITURES	2,079,477	568,514	1,331		1,509,632	

(OFFICE OF) PUBLIC ADVOCATE

PETER A. BRADFORD
PAUL A. FRITZSCHE

Central Office: State Office Bldg., Augusta *Telephone:* 289-2445
Mail Address: Statehouse Sta. #112, Augusta, Maine 04333

Established: June 19, 1981

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 413; *Unit Citation:* 35 M.R.S.A. 1-A

Average Count—All Positions: 9 *Legislative Count:* 8

ACTIVITIES AND OBJECTIVES: The fundamental goals and objectives of the Public Advocate are to assure that the interests of the consuming public are fully represented in utility-related proceedings before the Public Utilities Commission, federal agencies and the relevant courts. Since the interests of the utilities and of the large industrial users tend to be well represented and financed, the Public Advocate normally focuses on the interests of residential customers and sometimes on those of small business. However, the office has supported utility or large industrial user positions when they were consistent with a broad public interest.

The major cases in which the office has been involved during its first year have included electric rate increase and rate redesign proceedings for Central Maine Power, Bangor Hydro Electric and Maine Public Service. In addition, the office has been involved in proceedings relating to cogeneration and small power production rates before the PUC. We have assisted in the preparation and support of the Governor's legislative program, including legislation relating to utility diversification, the review of purchases of out-of-state generating capacity, nuclear power plant decommissioning funds, and the structure of the Public Utilities Commission.

In the telephone area, we intervened in the major telephone rate increase request filed by the New England Telephone Company and subsequently dismissed by the Public Utilities Commission. In addition, we were active in New England Telephone's proposal for measured

service and have supported petitions designed to improve the service available to customers of both New England Telephone and Continental Telephone Company.

We also participated in the Northern Utilities Company rate increase request and made substantial contributions in gas rate reduction and redesign.

In federal proceedings the Public Advocate has been active before the Federal Energy Regulatory Commission in an effort to assure that the costs of decommissioning Maine Yankee are fairly allocated between present and future customers.

SIGNIFICANT ACCOMPLISHMENTS: It is not always possible to quantify the specific contribution of any one participant to the decision reached by the Public Utilities Commission. In all of the electric rate proceedings mentioned above, the Commission made significant reductions in the companies' proposed requests. In many cases, these reductions were consistent with positions taken by the Public Advocate, but we cannot claim exclusive credit for them. A list of examples of issues in which our office has clearly made a difference follows, but it should not be taken as inclusive of all or even most of the areas in which we have influenced a PUC outcome:

1. In the Maine Public Service case now pending, the Commission Staff witnesses adjusted their proposed rate increase recommendation downward by some $2 million per year after hearing the testimony of the Public Advocate witness. The cost of our witness was about $6,000.
2. The Public Advocate took the lead in bringing the parties together to prepare a proposed residential conservation loan program for the Commission's consideration. That program, which will be submitted to the Commission shortly as a stipulation by several parties, offers low interest loans to residential consumers of Central Maine Power Company in order to minimize the extent to which electrical heat customers contribute to the need for expensive new generating facilities.
3. Specific issues identified solely by the Public Advocate's office in the Northern Utilities' rate case resulted in reductions worth about $125,000 per year to the customers.
4. A reduction in the prime rate used to calculate the increase required by the Maine Public Service Company on an interim basis was worth about $50,000 to the customers of that Company.
5. In the Central Maine Power Company case we, along with Bath Iron Works, successfully urged the Commission not to use an AFUDC rate proposed by CMP and urged by the Commission staff. The resulting decision saved present ratepayers several millions of dollars.
6. In the same CMP case the adoption of our positions regarding land held for future use, working capital, cancelled nuclear plant, thermal energy storage, co-generation and advertising saved ratepayers more than $5,000,000.

PUBLICATIONS:

Two in the planning phase, including "A Utility Consumer's Bill of Rights"

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) PUBLIC ADVOCATE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	102,534	102,534				
Health Benefits	2,254	2,254				
Retirement	17,896	17,896				
Other Fringe Benefits	303	303				
Other Contractual Service	30,161	30,161				
Rents	945	945				
Commodities	1,948	1,948				
Equipment	9,768	9,768				
TOTAL EXPENDITURES	165,809	165,809				

GOVERNOR'S SMALL BUSINESS ADVISORY COUNCIL

ROGER MICHAUD, CHAIRPERSON
VIRGINIA MANUEL, GOVERNOR'S LIAISON

Central Office: State Development Office, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: April 13, 1981 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102M; *Citation:* G FY 81 #13
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Small Business Advisory Council is to advise and assist the Governor in the formulation of small business policy; in particular the Council shall advise and assist the Governor in the: a) analysis of State economic policies as they effect small business, and review or recommend legislation, b) promote fair representation of small business interests on study groups, advisory commissions, and task forces established by the Executive or Legislative branches, c) review of proposed State rules and regulations with regard to their affect on small business, d) review of existing departmental rules and regulations at the time of legislative Sunset Review Proceedings, e) organization of open meetings throughout the State to receive recommendations for improving the climate for small business in Maine, f) formulation and promotion of State-wide initiatives in support of formal entrepreneurial education, continuing and alternative education, management assistance, particularly to women business owners and public awareness programs, g) analysis of transportation policy as it affects small business, attempting to improve the utilization of all modes of transportation to the mutual benefit of Maine's shippers, receivers, and carriers.

ORGANIZATION: The Small Business Advisory Council was established on April 13, 1981. The Council shall be comprised of between fifteen and twenty-five members appointed by the Governor. The Governor shall designate one member as chairperson of the Council. Members must either own or manage a small business in Maine. The Council membership shall reflect Maine's small businesses regarding types of businesses, size of business, minorities, and geographical representation. The Council members serve at the pleasure of the Governor for a term of two years with staggered expirations. There shall be three non-voting ex officio members of the Council. The Director of the State Development Office, Commissioner of the Department of Business Regulation, and one other governmental representative appointed by the Governor. The State Development Office shall provide staff assistance for the Council.

Committee members are:

Roger Michaud, Chairperson
Robert O. Voight
Richard F. Kilroy
Arnold Roach
Roger P. Pomerleau
Peter Garsoe
Karen Mintzer
William R. Coombs
Joseph McCarthy
J.R. Ron Palmquist
Francis Carroll
David Kerry
John Ponzetti
Leroy G. Shepard
Alan Schiro
Edward Blackmore
Sam Zaitlin
Raymond Lafreniere

PROGRAM: The Small Business Advisory Council was established on April 13, 1981. Their program during the upcoming year will be to advise the Governor in the areas outlined in the Executive Order creating the Council.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of State Development Office.

MAINE VACATION-TRAVEL COUNCIL

KATHRYN WEARE, CHAIRPERSON
WANDA EVANS PLUMMER, Governor's Liaison

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: April 13, 1979 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102R; *Citation:* G FY 79 #10

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Vacation-Travel Council is to advise the Governor on matters relating to vacation, convention, and business travel and its impact on the economy of the State of Maine.

The Maine Vacation-Travel Council also has the responsibility of recognizing and informing the Governor of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Council monitors local, state, federal and international developments that effect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION: The Council is appointed by the Governor and is made up of representatives of various segments of the vacation-travel industry and the nine regions of Maine. Persons who are appointed by virtue of an office they hold in a specific vacation-travel organization serve only as long as they continue to hold office and are replaced by their successor in office. Regional representatives are named for one-year terms. Six additional ex-officio members represent the Department of Transportation, the State Development Office, the Maine Publicity Bureau, the Bureau of Parks and Recreation, Department of Inland Fisheries and Wildlife, and the Maine Arts Commission. The Council meets bi-monthly and elects a chairperson from among its membership.

PROGRAM: The Vacation-Travel Council has served as an advisory group to both the State Development Office and the Governor in the last year. In addition to its on-going responsibility to monitor opportunities and problems relating to tourism, the Council in FY 1982 undertook a number of specific projects to assist the state in formulating tourism policy. In conjunction with State Development Office staff, members of the council participated in a series of nine public meetings across the State designed to gain input from the industry on the concept of statewide promotion based on theming of Maine tourism regions. In addition, the Council has volunteered to assist the Maine Department of Transportation with its tourism information (kiosk) pilot project. Currently, the Council is working on a tourism "white paper" which will recommend marketing strategies to the State and is planning for a Blaine House Conference on Tourism.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of State Development Office.

GOVERNOR'S ADVISORY COMMITTEE ON WORLD TRADE

THOMAS M. CHAPPELL, CHAIRMAN
WANDA EVANS PLUMMER, Governor's Liaison

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102T; *Citation:* Exec. Order 7 FY 80
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Advisory Committee on World Trade was established for the purpose of recommending to the Governor goals, objectives, strategies, and programs designed to stimulate world trade, encourage foreign investment in Maine, and to provide export assistance to Maine companies; and promoting the opportunities in world trade to all Maine businesses. In carrying out these responsibilities, the Committee: recommends specific steps the Governor can take to provide professional services to Maine companies to further develop world trade; helps establish a system to coordinate information and services pertaining to world trade; prepares promotional, educational, and training recommendations to stimulate world trade; prepares legislative and other recommendations, as appropriate, to stimulate world trade and foreign investment in Maine; identifies the inhibiting factors to further development of world trade and recommends steps to overcome those factors which can be affected by State government; and conducts such other activities as appropriate to advise the governor on world trade and to assist Maine companies to participate in international markets.

ORGANIZATION: The Governor's Advisory Committee on World Trade was established on October 10, 1979 by Executive Order 7 FY 80. The Committee is appointed by the Governor, to serve at his pleasure. The membership includes private and public representatives with a responsibility to encourage world trade and international business development and/or special knowledge about this subject. Ex-officio Committee members include the President of the Maine Development Foundation, the Director of the State Development Office, and the Director of the State Planning Office. The chairman is appointed by the Governor from among the members of the Committee.

PROGRAM: In Fiscal Year 1982, the Governor's Advisory Council on World Trade served as the advisor to both the Governor and the State Development Office. The Council's goal, "to increase Maine's employment and wealth through international trade", will be accomplished by the achievement of two key objectives: the increase in Maine exports by five times its 1978 volume of $200 million to one billion dollars annually by 1985; and (2) the increase of capital investment in Maine's economy from international investors.

A major recommendation of the Council this year was the creation of a private World Trade Association drawing its membership from private industry and service organizations with an interest in expanding Maine's export opportunities. Individual members of the Council have been instrumental in organizing this group, whose program will initially concentrate on export education for Maine companies. The first sucessful effort in this regard was a day-long export conference held on World Trade Day in May, 1982, which featured expert speakers from across New England. In addition, awards were presented to three Maine companies who had demonstrated excellence in export marketing.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of State Development Office.

DEPARTMENT OF FINANCE AND ADMINISTRATION

RODNEY L. SCRIBNER, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Station #78, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114; *Citation:* 5 M.R.S.A., Sect. 287

Average Count—All Positions: 804 *Legislative Count:* 778

Organizational Units:

Bureau of the Budget
Bureau of Accounts and Control
Bureau of Central Computer Services
Bureau of Purchases
Bureau of Public Improvements
Bureau of Taxation
Bureau of Alcoholic Beverages
Board of Emergency Municipal Finance
Maine Insurance Advisory Board
Review Committee for Contractual Services
Standardization Committee
Capitol Planning Commission
Land Use Tax Committee
State Liquor Commission
Board of Trustees, Accident and Sickness or Health Insurance Program
Advisory Council on Deferred Compensation Plans
Advisory Committee on State Communications

PURPOSE: The Department of Finance and Administration is the principal administrative and fiscal agency of Maine State Government.

ORGANIZATION: An organization chart is provided in this report.

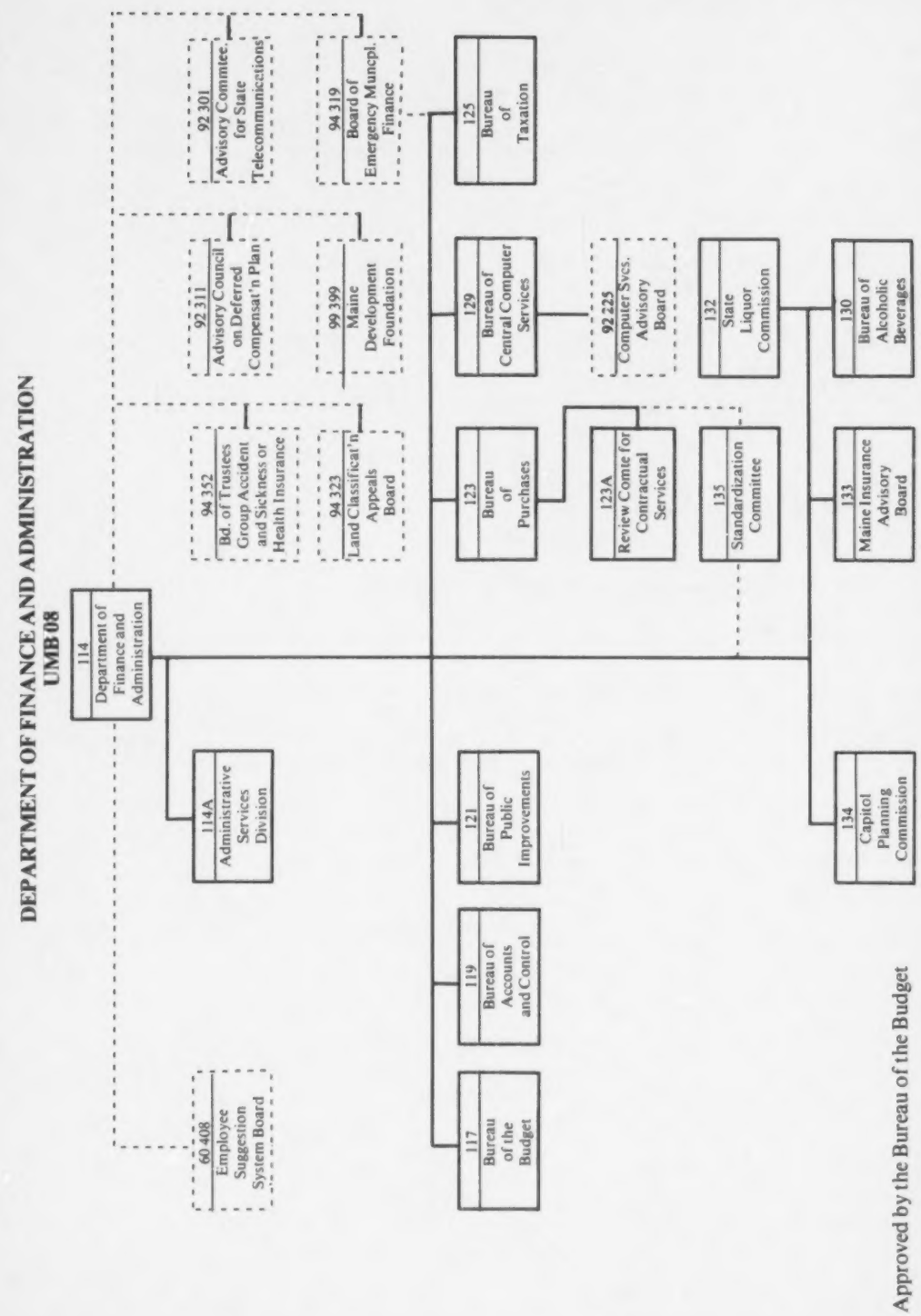
PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF FINANCE AND ADMINISTRATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	57,896	57,896				
Health Benefits	1,194	1,194				
Retirement	11,448	11,448				
Other Fringe Benefits	260	260				
Other Contractual Service	30,941	30,941				
Commodities	786	786				
Grants—Subsidies—Pensions	70,000	70,000				
TOTAL EXPENDITURES	172,525	172,525				

DEPARTMENT OF FINANCE AND ADMINISTRATION
UMB 08



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF FINANCE AND ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,894,476	7,196,749		234,550	8,157	5,455,020
Health Benefits	502,310	268,217		11,627	141	222,325
Retirement	1,938,975	1,094,215		34,850	1,093	808,817
Other Fringe Benefits	16,959	10,710		210		6,039
Computer Services—Comm	149,356	40,780			289	108,287
Computer Services—State	704,011	638,241				65,770
Other Contractual Service	4,445,175	2,406,033		176,263	1,087	1,861,792
Rents	1,934,179	29,353			242	1,904,584
Commodities	1,471,789	461,775		19,452		990,562
Grants —Subsidies—Pensions	8,542,144	6,621,105	1,858,899	11,121		51,019
Purchases of Land	42,500	42,500				
Buildings and Improvement	1,731,797	556,827				1,174,970
Equipment	37,234	36,312			108	814
Interest-Debt Retirement	21,700					21,700
Transfers to Other Funds	439,049				1,620	437,429
TOTAL EXPENDITURES	34,871,654	19,402,817	1,858,899	488,073	12,737	13,109,128

BUREAU OF ACCOUNTS AND CONTROL

DONALD A. BROWN, STATE CONTROLLER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3781
Mail Address: Statehouse Sta. #14, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 119; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 60 *Legislative Count:* 66

PURPOSE: The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance (now the Department of Finance and Administration). The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance and Administration subject to the approval of the Governor.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

PUBLICATIONS:

State of Maine Financial Report (free).

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	872,202	872,202				
Health Benefits	34,167	34,167				
Retirement	132,967	132,967				
Other Fringe Benefits	1,258	1,258				
Computer Services—State	211,087	211,087				
Other Contractual Service	26,359	26,359				
Commodities	6,044	6,044				
Grants—Subsidies—Pensions	1,072	1,072				
Equipment	512	512				
TOTAL EXPENDITURES	1,285,668	1,285,668				

ADMINISTRATIVE SERVICES DIVISION (FINANCE & ADMINISTRATION)

DAVID S. CAMPBELL, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2931
Mail Address: Statehouse Sta. #67, Augusta, Maine 04333

Established: July, 1977 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114-A; *Citation:* 5 M.R.S.A., Sect. 282

Average Count—All Positions: 14 *Legislative Count:* 17

PURPOSE: The Administrative Services Division was established to provide consolidated administrative and financial management services for the Department of Finance and Administration. The Division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Finance and Administration.

The bureaus within the Department and provided this support are Accounts and Control, Alcoholic Beverages, Budget, Central Computer Services, Insurance Advisory Board, Public Improvements, Purchases and Taxation. The technical assistance and support provided includes accounting, auditing and budgetary functions for all bureaus, excluding the Bureau of Alcoholic Beverages; and departmental personnel functions for all bureaus.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1977. The Division is responsible to the Commissioner of Finance and Administration.

PROGRAM: New and expanded activities in the area of affirmative action and equal employment opportunities were initiated within the Department during the past year. Specifically, training programs for all supervisors were implemented during this period. Major revisions to the Department Affirmative Action Plan were initiated during the past year.

PUBLICATIONS:

Affirmative Action Plan—(Free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (FINANCE AND ADMINISTRATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	219,063	219,063				
Health Benefits	7,548	7,548				
Retirement	35,545	35,545				
Other Fringe Benefits	537	537				
Computer Services—State	96	96				
Other Contractual Service	7,201	7,201				
Commodities	1,680	1,680				
Grants—Subsidies—Pensions	1,006	1,006				
TOTAL EXPENDITURES	272,676	272,676				

BUREAU OF ALCOHOLIC BEVERAGES

GUY A. MARCOTTE, DIRECTOR

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1933 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 130; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 283 *Legislative Count:* 272

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission, having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

PROGRAM: The Bureau of Alcoholic Beverages program of converting existing conventional stores to a self-service type of operation was continued and two more stores were converted during FY 81. The Bureau now operates 38 self-service outlets and the program will be continued within available funds and at suitable locations.

The 107th Legislature enacted a measure which permits the Bureau to establish agency stores. This makes it possible to have liquor sold by agents who now operate other retail stores in smaller towns where there is no state store. In some instances state stores now in smaller towns may be closed and agency stores established which would result in savings of operating costs for the state. During FY 81 more agencies were established making the total 55.

The 109th Legislature enacted a measure permitting the Bureau to merchandise in State Liquor Stores. Within the philosophy of the control concept the Bureau is presently engaged in promoting monthly specials in an attempt to stimulate sales by passing down discounts to retail customers.

LICENSES, PERMITS, ETC.:

License:

Class I. Spirituous, Vinous and Malt Beverages
Class II. Spirituous Only
Class III. Vinous Only
Class IV. Malt Beverages Only
Class VI. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages

Permit:
Certificate of Approval for Wine, Beer
Alcohol
Catering
Identification Card

PUBLICATIONS: Rules and regulations supplementing the new law are available.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,585,309					3,585,309
Health Benefits	150,404					150,404
Retirement	527,105					527,105
Other Fringe Benefits	3,182					3,182
Computer Services—State	29,874					29,874
Other Contractual Service	665,424					665,424
Rents	364,218					364,218
Commodities	273,448					273,448
Grants—Subsidies—Pensions	48,816					48,816
Transfers to Other Funds	138,457					138,457
TOTAL EXPENDITURES	5,786,237					5,786,237

BUREAU OF THE BUDGET

G. WILLIAM BUKER, STATE BUDGET OFFICER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2881
Mail Address: Statehouse Sta. #58, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 117; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 12 *Legislative Count:* 13

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance and Administration, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government and corporations and associations desiring to receive State funds under provisions of law prepare, and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, adjusting them as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium; 2) detailed budget estimates both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

State Cost Allocation Program. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating the allocation of dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

Maine State Government Annual Report. As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget, designed the format for, gathers the data from State agencies, edits, assembles and produces Maine State Government Annual Report in accordance with statutory mandate.

PUBLICATIONS:

State Budget Document

Maine State Government Annual Report. Available from the Bureau of Purchases, Division of Reprographics, Statehouse, Augusta.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	223,377	223,377				
Health Benefits	5,760	5,760				
Retirement	42,336	42,336				
Other Fringe Benefits	1,158	1,158				
Computer Services—State	36,572	36,572				
Other Contractual Service	10,065	10,065				
Rents	1,562	1,562				
Commodities	1,199	1,199				
Equipment	863	863				
TOTAL EXPENDITURES	322,892	322,892				

CAPITOL PLANNING COMMISSION

ANNE GARDINER, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 134; *Citation:* 5 M.R.S.A., Sect. 298

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the Capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the Capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

ORGANIZATION: The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, seven members appointed by the Governor, and a member of the Augusta City Council. The Governor's appointees must include: two residents of the Capitol Planning District; one resident of the City of Augusta; and four Maine citizens. The Commission elects a chairman from its membership, and while the Bureau of Public Improvements serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The State Planning Office also provides staff support. The Commission must meet at least once every four months.

PROGRAM: The Capital Planning Commission met several times throughout the year conducting routine business within the scope of its responsibilities. In the fall the Commission membership expanded from 7 to 9 members. Since that time, the Commission has resolved to improve the wording and intent of its rules and regulations and to seek funding to revise the Master Plan which is regarded as being out-of-date. In its report to the 110th Legislature, the Commission also called for better communication between itself, the Governor and the legislature. Currently the Commission is reviewing its rules and regulations in an effort to be more responsive to its legislative mandate.

PUBLICATIONS:

Capitol Planning Commission Report to the 110th Legislature, January, 1982

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision included with those of the Bureau of Public Improvements.

BUREAU OF CENTRAL COMPUTER SERVICES

ARTHUR W. HENRY, JR., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 129; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 65 *Legislative Count:* 0

Organizational Units:

Computer Operations Division
Systems Software Division
Systems and Programming Division
Data Processing Training Division

PURPOSE: Central Computer Services was established to develop, operate, and maintain data processing systems that effectively meet the needs of program managers and contribute to attainment of user agency objectives. Central Computer Services is authorized to establish, maintain and operate a data processing service bureau for State government agencies. Central Computer Services establishes standards for computer operations and has also been assigned responsibility for monitoring the acquisition of data processing equipment and services by all State agencies.

Central Computer Services also has the responsibility to report on all data processing plans and activities. The first report of this nature was prepared during FY 77.

ORGANIZATION: Legislation enacted by the 107th Legislature during the 1975 regular session estabished the Central Computer Services as a Bureau of the Department of Finance and Administration, effective October 1, 1975. This legislation significantly increases the powers and duties of Central Computer Services and creates a Computer Services Advisory Board to assist and advise the Bureau in meeting its responsibilities. Prior to October, 1975 Central Computer Services had been an administrative unit of the Department of Finance and Administration since April, 1971. The responsibilities of the agency were previously handled by the Bureau of Accounts and Control, with initial management of the agency under contract to a consulting firm. In July, 1971 a director and deputy director were hired as State employees and the agency was reorganized into operational divisions. Central Computer Services is an intra-governmental service fund account and receives no direct appropriation from the General Fund.

PROGRAM: Computer Operations, Systems Software and Planning, Systems and Programming and Data Processing Training are the four major functional areas within Central Computer Services.

Computer Operations. The primary objective of Computer Operations Division is to provide responsive, efficient and professional service to those agencies needing computer processing, media library, data entry, auxiliary or data control services. On-line, timesharing, batch and remote batch processing access is provided on a twenty-four hour per day, seven day per week basis. During fiscal 81-82 Computer Operations installed two new mainframe systems. In August, a Honeywell Dual DPS 8/52 mainframe replaced the older Honeywell Dual 6060 and effectively doubled CPU capacity. Honeywell Tape and Disk subsystems were upgraded with the addition of Density 6250 tape units and MSU0501 (1.2 Billion Character) disk units. In September, an IBM 4341-H system went on-line adding a 3 fold increase in CPU speed. Data Communications facilities improved with the addition of one front end processor to both systems. The Computer Service Support Unit, a section of Computer Operations, installed a Burroughs Page Printing System used in printing 8½" x 11" output. The B9270 can, via programming, print on both sides of a page and add forms overlays to print line image tapes saving both the cost of forms and their handling.

Systems Software and Planning. This group is responsible for the generation and maintenance of the Honeywell and IBM operating system software, the maintenance and reporting of the Bureau's capacity measurement systems and for the development of any

special programming techniques. During the fiscal period all operating systems were upgraded in order to support newly acquired hardware. Considerable effort was expended upon initial installation of the new systems and continues in regards to fine tuning performance and taking advantage of new features and architecture. In addition, VS Fortran, the SIR data base package, the Legislative Statutory Retrieval System, and SAS graphics were installed on the IBM; DMIV database system, GRTS-II, and IBM like bisynchronous terminal support were installed on the Honeywell. Research is currently underway to select the future direction of telecommunication networks, teleprocessing (on-line system) monitors, and system development methods.

Systems and Programming. This unit provides applications software consulting services to requesting State agencies on a fee basis. During the fiscal period major development projects were underway for Purchases Requisition Processing, Legislative Bill Drafting, Taxation Set-off, Personnel Data base and MOICC Occupational Information. The unit also was charged with the analysis, design and coding of the Central Computer Services Problem/Change Management System. The Maintenance Unit, established in the preceding fiscal period, was active in projects for Legislative Bill Status, Inland Fisheries and Wildlife registrations, Alcoholic Beverages, Retirement and Budget.

Data Processing Training. The Division uses as a primary delivery system, the video assisted training method and supplements it with in-house designed and instructed courses. Data Processing Training offered a total of ninety-three separate courses to 580 Maine State Government students who represented forty-five different agencies in the fiscal period. Although the majority of courses were tailored to data processing and supervisory management, other topics such as Equal Employment/Affirmative Action Interviewing Skills were offered as well. The Division began the evaluation of computer based training (CBT) which is expected to offer a wider range of "courses" in the rapidly expanding technologies of data processing. The Division's concept of providing in-house training at minimal cost, and sharing instructors within government has proven to be of increased benefit to the entire D.P. community. An increase of 190 students (48%) over FY 80-81 would indicate an ever increasing awareness of the importance of in-house training programs to Maine State Government.

Administration. Fiscal year 81-82 presented many challenges to Central Computer Services and the Data Processing Community. Considerable time was spent in contract negotiations with our own 3 primary vendors of computer equipment and software, and an equal amount of time was spent in acquisition assistance with agencies such as the Legislative Research Office, Education, Human Services, Corrections, and mini and word processing users too numerous to mention. Planning activities were started for the long range attainment of data processing goals. Similar plans were started for the interim objective of wide scale migration of existing systems to new networking, database, teleprocessing and distribution techniques. Both planning efforts will continue into the future. Financially the Bureau was able to provide more computer power to its user at less cost. In prime examples, CPU costs decreased while power doubled on the Honeywell and tripled on the IBM, disk costs decreased 45-60% while capacity tripled. In another area the Bureau took active steps toward the implementation of a Problem/Change Management system, designed to supply management with information on the changes that may be affecting performance.

PUBLICATIONS:

Protocol—Data Processing Monthly Newsletter

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CENTRAL COMPUTER SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,131,750					1,131,750
Health Benefits	39,895					39,895
Retirement	172,849					172,849
Other Fringe Benefits	2,256					2,256
Computer Services—Comm	108,287					108,287
Other Contractual Service	780,260					780,260
Rents	1,379,437					1,379,437
Commodities	685,085					685,085
Grants—Subsidies—Pensions	982					982
Interest—Debt Retirement	19,170					19,170
Transfers to Other Funds	159,474					159,474
TOTAL EXPENDITURES	4,479,445					4,479,445

MAINE INSURANCE ADVISORY BOARD

DONALD A. WILLS, EXECUTIVE SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2341
Mail Address: Statehouse Sta. #85, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 133; *Citation:* 5 M.R.S.A., Sect. 1725

Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Maine Insurance Advisory Board was established to provide insurance advice to the State government and administer all State insurance and self-insurance plans and programs. The Board reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Governor such insurance protection as deemed necessary or desirable for the protection of all State property; recommends a limit of self-insurance on State-owned buildings, contents, furniture and fixtures, consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverages for unusual or unique situations and conditions, as deemed necessary.

ORGANIZATION: The Maine Insurance Advisory Board was created in 1965 and became operational July 1, 1966, as a result of the recommendations of a fifteen member committee established by the Governor and Council to make comprehensive study of the State's methods and procedures in acquiring and administering insurance plans and programs necessary to professionally and economically process the State's insurance requirements. The Board was placed within the Department of Finance and Administration in 1971.

The Board consists of five members appointed by the Governor for terms of five years, including two members familiar with risk management selected from the public and three members selected from representatives of the insurance industry. The Board annually elects a chairman from its membership and employs an executive secretary for administrative purposes.

A continuing reserve fund, created to indemnify the State for self-insured retention losses and related loss adjustment expenses, as recommended by the Board and approved by the Governor, is administered by the Commissioner of Finance and Administration.

PROGRAM: The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Maine Insurance Advisory Board.

STATE PROPERTY INSURANCE

Company: National Union Insurance Company
Agency: Bradish-Young, Inc.
Term: 7/1/81 - 7/1/82
Insured Amount: $821,079,698
Annual Premium: $156,000
Self-Retention: $500,000
Claims Incurred: $279,928

BOILER INSURANCE

Company: The Hartford Steam Boiler Inspection and Insurance Company
Agency: W. C. Ladd & Sons, Inc.
Term: 7/1/81 - 7/1/82
Annual Premium: $32,329
Deductible: $5,000
Claims Incurred: None

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Company
Agency: The Dunlap Agency
Term: 9/8/81 - 9/8/82
Limits: $300,000 per occurrence
Premium: $366,000/Deductible: $5,000
Number of Units: 4,103
Claims Reported as of 7-1-82: 445
Claims Incurred as of 7-1-82: $151,702

STATE AIRCRAFT FLEET INSURANCE

Company: Insurance Company of North America
Agency: Turner Barker & Co., Inc.
Term: 8/6/81 - 8/6/82
Limits: Various — Hull & Liability
Premium: $23,154
Number of Aircraft: 21
Claims Incurred: $9,148

The exceptional quality of the State pilots and the excellent maintenance programs are illustrated in this exhibit.

COMPREHENSIVE BLANKET BOND

Company: Hartford Accident & Indemnity Co.
Agency: Dunlop Agency
Term: 7/9/81 - 7/9/82
Coverage: Employee fidelity, money and securities and food stamps
Number of Employees: 16,912
Premium: $45,602
Losses Incurred: $5,112.39

RESERVE FOR SELF-INCURRED LOSSES

Balance of Fund July 1, 1981:	$3,900,401.68
Net Premiums Deposited:	154,394.95
Investment Income:	631,983.67
Claims Paid & Incurred:	(450,175.60)
Balance June 30, 1982:	$4,236,604.70

Each of the foregoing lines of insurance are placed by competitive bid. Bid specifications are prepared by the Board and advertised, opened and awarded in accordance with statutory requirements.

In addition to the foregoing "major" insurance programs, Ocean Marine Insurance is acquired for Department of Transportation, Bureau of Waterways; Department of Marine Resources; Inland Marine for University of Maine; and Department of Educational and Cultural Services, and vocational technical schools and other agencies. Workmen's Compensation insurance is also purchased when required to comply with the provisions of federally-funded programs.

PUBLICATIONS:

State of Maine Insurance Values FY 1983 Compilation available on location—For Review 8 A.M. to 4 P.M.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INSURANCE ADVISORY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	56,323	56,323				
Health Benefits	1,706	1,706				
Retirement	8,158	8,158				
Other Fringe Benefits	54	54				
Computer Services—State	21	21				
Other Contractual Service	476,346	198,273				278,073
Commodities	1,465	1,465				
Grants—Subsidies—Pensions	381	381				
TOTAL EXPENDITURES	544,454	266,381				278,073

STATE LIQUOR COMMISSION

JAMES GIBBONS, CHAIRMAN
PAUL COPELAND, COMMISSIONER
CHARLES MILAN III, COMMISSIONER

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333

Established: 1934 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 132; *Citation.* 28 M.R.S.A., Sect. 51

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor; which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jurisdiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, for laboratories in schools, colleges, and state institutions, to hospitals for medical use therein, to licensed pharmacists for use in compounding prescriptions, and to any physicians, surgeons, osteopaths, chiropractors, optometrists, dentists or veterinarians for medicinal use only; authority to buy and have in their possesion wine and spirits for sale to the public. Such

purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

PROGRAM: The State Liquor Commission authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commision also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Maine Bureau of Alcoholic Beverages.

BUREAU OF PUBLIC IMPROVEMENTS

LEIGHTON COONEY, DIRECTOR
ARVAH LYON, Chief, Professional Services Division
CECIL SAWTELLE, Physical Plant Superintendent
RICHARD LACASCE, Chief, Lease Space and Telecommunications

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333
Established: August 28, 1957 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 121; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 162 *Legislative Count:* 174

PURPOSE: The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school

facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction cost and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol Complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State Government; to assist the Capitol Planning Commission in the establishment and maintenance of a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to serve as secretariat of the Capitol Planning Commission.

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property and preserve and keep them in proper condition. The first Superintendent of Public Buildings was the then former Governor William King who was charged with the responsibility of erecting the State's first capitol. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created Bureau of Public Improvements administered by a State Director of Public Improvements who is appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvement and property management functions. The latter became the responsibility of the Bureau's Property Management Program. The Bureau was charged with broad responsibilities for planning and plan review; plus design and construction of public improvements; Statewide repair and capital budgeting; and lease space and telecommunications management, among other duties.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Commission, with its membership changed by the 106th Legislature in 1973 to better represent the City of Augusta and the neighborhoods within the Capitol Planning area, is actively working with the Bureau on a new master plan. Commission members are appointed by the Governor for 5 year terms. They elect their own Chairperson.

In 1971 the Legislature enacted major new school construction legislation. The Bureau was charged with the responsibility of monitoring the entire construction program to assure the most open and competitive process and the highest quality public school construction. In 1977, a reorganization within the Department of Finance and Administration created a new Bureau of Administrative Services. This new Bureau combined all fiscal, accounting and personnel activities within the Department and removed these functions from BPI. Legislation transferring the Security forces from BPI to Public Safety was also enacted. In addition, BPI established the position of Lease Space & Telecommunications Chief to directly serve these growing responsibilities.

In 1979, the Legislature charged the Bureau with rulemaking responsibilities for the procurement of Architectural & Engineering services. In addition, $1.5 million was appropriated to BPI for the first phase of a major Statewide Handicapped Accessibility program in all State facilities. In 1981 the Legislature expanded this responsibility with rulemaking responsibilities for all buildings with public access, whether publicly or privately owned.

In 1977 and 1980 a total of $15 million was authorized by the Legislature and voters for a comprehensive program of energy conservation in public schools and State buildings. BPI has shared responsibility for the school program with the Department of Education and has been charged with complete responsibility for the Stateside part of the program. In 1981 the

Legislature authorized for public referendum an additional $2 million to continue the State building conservation program. In addition, two permanent positions were added to the staff for long-term energy management work.

PROGRAM: The Program of the Bureau of Public Improvements is as follows:

Professional Services Division. The planning, design, review and construction monitoring staffs serviced approximately $78 million worth of public improvements during the past year. This has consisted of 12 public schools constructed worth $25,000,000, plus the programming and planning for 40 unconstructed school projects valued at approximately $35,000,000; capital construction projects on 6 State-owned buildings worth $10,000,000; $1,200,000 worth of handicapped accessibility improvements to State-owned buildings in approximately 35 construction contracts; prioritization of 350 school energy retrofit projects worth $2,500,000; the design and construction monitoring of 60 energy retrofit projects on State owned buildings worth $460,000; $4,000,000 in Statewide Capital repairs with approximately 60 construction contracts.

The administration of $1,468,000 appropriated in 1980 for improvements in handicapped accessibility has been completed through the design and contract award stage. The construction monitoring continues. It is anticipated that all construction will be substantially complete by the fall of 1982.

This program will make 95 to 100% of the State's programs accessible to handicapped people. This handicapped retrofit program has employed 9 handicapped people as consultants and 10 representatives of the handicapped organizations throughout the State have had input into this program.

The Division's Energy Conservation and Management Program staff has completed comprehensive audits on more than 850 public schools and 425 State buildings. This program has been funded by 3 bond issues in the total amount of $17 million; $10 million for schools and $7 million for State buildings. To date approximately $6.5 million has been expended on school retrofit and $3.1 million has been expended on State buildings. Approximately $1,000,000 was expended for energy retrofit in 1981-1982. At 1981 fuel and electrical costs the average payback on energy retrofit has been 3 years and this will be even better if energy costs increase. The Division has begun work on planning for co-generation at the State's larger institutions. Fuel conversion, to solid fuels, is under construction at several sites. Solid fuels are now being used at several sites. Major fuel oil reductions have been identified at the State's institutions.

Planning for regional consolidated State Office Centers at Bangor and Portland are underway.

Property Management Division. The Building Control section monitors and controls the operating parameters of 576 points in 11 Capitol Complex buildings, 24-hours per day, using a Honeywell DELTA 2000 Energy Management System to provide security and environmental comfort for these building's occupants while minimizing energy costs.

The central telephone office provides service 7 days a week for the State telephone system. It oversees the operation and maintenance of 1,469 assigned telephone lines and 3,851 telephones.

Leased Space and Telecommunications. There have been a total of 125 leases handled, including 108 new or renegotiated leases for space, and 17 special, training or land leases in the last fiscal year, accounting for 260,478 square feet of space (excluding garages, etc.) with a yearly dollar value of $1,135,490. Total lease expense for buildings and offices for fiscal year 1982 is $3,901,990.18.

Studies by the Governor's Management Task Force in both the lease space and telecommunications program has resulted in recommendations for an increase of management staff within the Bureau to specifically administer these two programs. The 110th Legislature authorized three positions to reinforce these programs.

A computerized telecommunications management system was installed in the 2nd quarter of 1981, and has effected the projected savings. Participation by remote field and district offices has resulted in a far larger number of callers than anticipated, which will require some additional equipment should the decision be made to extend the potential savings to other State locations.

Information gleaned from analysis reports indicates the need, desirability, and potential savings to be gained with a new Statewise, electronic telecommunications system. Studies are being recommended to determine the type, size and configuration of such a system.

It is estimated that a major telephone change costing $5 to $7 million dollars will be needed at the Capitol Complex within the next 3 to 5 years, in order to keep pace with the latest advances in telecommunications technology.

Due to action taken by the 110th Legislature, Capital requests for many telephone systems will be submitted, as the need to replace obsolete and ineffective telephone systems in our many institutions becomes more critical with each passing year. Any such system purchases, lease purchased or leased, must maintain compatability with any Statewide system being contemplated.

Property Records Program. The year started with the Property Records ledgers showing a total cost valuation for Plant and Equipment of $233,971,423.05. During the year this division audited and accounted for $11,789,731.12 additions and $4,182,278.85 retirements to the Capital Equipment Accounts and Plant Reports were prepared showing additions of $14,069,219.45 and retirements of $1,747,925.69 to the Land, Building and Structures and Improvement Accounts. The 1982 year closed with a cost valuation for Plant and Equipment of $253,900,169.08.

LICENSES, PERMITS, ETC.:

Parking Permits for:
- Temporary Handicapped
- Service Vehicles
- Outside Agency
- Car Pooling
- Commissioners

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,430,148	2,188,403		234,550	7,195	
Health Benefits	102,536	90,768		11,627	141	
Retirement	362,898	326,955		34,850	1,093	
Other Fringe Benefits	4,105	3,895		210		
Computer Services—Comm	1,865	1,576			289	
Computer Services—State	919	919				
Other Contractual Service	1,230,768	1,040,828		176,263	237	13,440
Rents	3,553	3,311			242	
Commodities	438,716	418,101		19,452		1,163
Grants—Subsidies—Pensions	41,191	30,070		11,121		
Purchases of Land	42,500	42,500				
Buildings and Improvement	1,731,797	556,827				1,174,970
Equipment	26,917	26,103				814
Transfers to Other Funds	1,342				1,342	
TOTAL EXPENDITURES	6,419,255	4,730,256		488,073	10,539	1,190,387

BUREAU OF PURCHASES

STUART SABEAN, STATE PURCHASING AGENT

Central Office: State Office Bldg., Augusta *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 123; *Citation:* MRSA Title 5 Chapters 13 and 155

Average Count—All Positions: 77 *Legislative Count:* 19

Organizational Units:

Purchasing Division
Central Printing
Surplus Division—State and Federal
Materials Testing
Review Committee for Contractual Services
Central Mail Service
Central Warehouse
Central Photo Laboratory
Central Convenience Copiers
Standardization Committee
Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Finance and Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

A Blind-Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

ORGANIZATION: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (renamed Department of Finance and Administration in 1953) under the administrative direction of the State Purchasing Agent who is appointed by the Commissioner of Finance and Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Printing, Central Convenience Copiers, and Central Photography services. In 1977 the Department of Finance and Administration through the Bureau of Purchases was designated as the State agency to receive and distribute federal surplus property.

PROGRAM: The objective of the Bureau of Purchases is to procure collectively all services, supplies, materials, and equipment for the State in a manner that will best secure the greatest possible economy. Functions of the Bureau include operation of stationery stores and central warehousing; central photography lab; central duplicating (photocopy equipment); Central Printing; State mail service; and both State and Federal surplus programs.

The Bureau's major aim is to have its equipment modernized to the extent of giving faster and more reliable service in all areas. To do this, the Bureau is presently working with Central Computer Services to have most of the Purchasing functions available for easy access to data for good managerial control. This includes inventory control of warehouses as well as monetary figures being available quickly on request.

The Bureau of Purchases is reorganizing its service divisions as time and finances allow to accommodate agencies with rush requests and have quality performance. Computerization is being instituted in the administrative division for operation by July 1, 1982.

PUBLICATIONS:

The Maine State Government Annual Report (Price established by actual cost prorated per page of copy to each contributing state entity).

Departmental Telephone Directory (Price $1.50)

Maine State Government Salary Schedule and alphabetical listing of Class Titles and Ranges (Price: unbound $13; bound $14).

Salary Schedule (Price $5.00).

Personnel Rules (Price $2.00).

Personnel Bulletin 10.4 (Price 61 cents).

Leaders Guide (Price 97 cents).

Supervisor's Handbook (Price 97 cents).

State House Station Directory—Free at present time.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,036,347	297,424			962	737,961
Health Benefits	42,363	10,337				32,026
Retirement	154,442	45,579				108,863
Other Fringe Benefits	996	395				601
Computer Services—State	35,896					35,896
Other Contractual Service	149,886	24,441			850	124,595
Rents	160,929					160,929
Commodities	33,328	2,462				30,866
Grants—Subsidies—Pensions	1,221					1,221
Equipment	108				108	
Interest—Debt Retirement	2,530					2,530
Transfers to Other Funds	139,776				278	139,498
TOTAL EXPENDITURES	1,757,822	380,638			2,198	1,374,986

REVIEW COMMITTEE FOR CONTRACTUAL SERVICES

STUART SABEAN, CHAIRMAN
CARL T. SILSBY, Contract Administrator

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 123A; *Citation:* 1973 Exec. Order 20

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Review Committee for Contractual Services was established to ensure that contracts for special services awarded by agencies of the State Government are necessary to

carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

ORGANIZATION: The Review Committee for Contractual Services, originated in December, 1969, through an Executive Order of the Governor which established the three-member Review Committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the Committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman.

PROGRAM: The Contract Review Committee functions in accordance with regulations promulgated by the Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures*. These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendments, all such operations being subject to Committee review and approval.

During the past year, the Committee acted upon approximately 800 contracts and contract amendments involving a total expenditure of nearly $16,000,000 in State and federal funds, for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State Government. This activity was conducted through numerous work sessions and meetings with agency representatives as well as independent review by individual Committee members.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

STANDARDIZATION COMMITTEE

STUART SABEAN, RECORDING SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 135; *Citation:* 5 M.R.S.A., Sect. 1814

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Finance and Administration in the formulation, adoption and modification of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

ORGANIZATION: The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and four public members representative of industry, commerce and political sub-divisions of Maine, and such State department or agency heads or their representatives as may be designated by the Governor to serve at his pleasure. The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

PROGRAM: This Committee establishes more standardized State specifications. In addition, the committee reviews and evaluates contracts or bids before awards are made if such appears to be of a controversial nature.

FINANCES, FISCAL YEAR 1982: 5 MRSA Sect 1814 provides that expenditures of this unit, shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

BUREAU OF TAXATION

RAYMOND L. HALPERIN, STATE TAX ASSESSOR

Incoming Watts: 1-800-452-1924
Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Established: April 2, 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 125; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 211 *Legislative Count:* 212

Organizational Units:
Property Tax Division
State Tax Division
Audit Division
Operations Division
Enforcement Division

PURPOSE: The Bureau of Taxation was established to collect revenues necessary to support Maine State government through the assessment of taxes as required by law, and to improve the application of tax laws in Maine at both the State and local levels. The Bureau, through the State Tax Assessor, is authorized to assess and collect the following State taxes: Sales and Use Tax, Individual and Corporate Income Taxes, Motor Fuel Taxes, Inheritance and Estate Taxes, Insurance Taxes, Special Industry Taxes, and Property Taxes in Unorganized Territory. In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act of 1971, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Suppression Fund Excise Tax, and administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low-Cost Drug program.

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of this Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent and Refund Act of 1971 was assumed by the Bureau in 1972. Also, in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance and Administration appoints the State Tax Assessor subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. The Bureau's present organization plan provides for a Property Tax Division, State Tax Division, Operations Division, Research Division, Audit Division and Enforcement Division.

PROGRAM: The activities of the Bureau are chronicled through its various divisions.

Property Tax Division. The inspection, appraisal and update of properties in the Unorganized Territory was on-going during FY 82. There is a continuous revision of property tax maps including identification of parcels, ownership changes and property splits. The Division maintained approximately 18,000 property record accounts including valuation update of each property account, tax map changes, tax billings, lien procedures and Spruce Budworm Tax assessment on 4,625,000 acres. The computerized property tax records were updated throughout the tax year.

With regard to the organized municipalities, the Division completed field studies of the 496 cities, towns and plantations for the 1982 and 1983 State Valuation Programs using the computerized sales ratio program developed by the Division in 1976. Field staff personnel performed approximately 1,200 residential appraisals for supplementing the sales ratio data information bank and conducted or maintained 28 appraisals of large industrial/commercial complexes throughout the State.

The municipal statistics program was upgraded continuously and reports published. The five basic courses in Property Tax Assessment Administration were updated and 11 courses were presented throughout the State in 7 locations with total attendance of 150 student assessors. The Assessor's School was conducted at Bowdoin College for Maine assessors. Two hundred and ten Maine assessors enrolled in the five basic courses, review courses, and advanced courses. Certification examinations were prepared and given to 48 applicants. The Division also provided assistance to municipal assessors in setting tax rates, completing commitments, interpreting Property Tax Law and in the use of appraisal techniques. The assistance was provided by telephone and by visitations to the municipalities by Division personnel. Assistance was provided to municipal tax collectors regarding their duties as well as the Motor Vehicle Excise Tax Law. Visitations were made throughout the State to advise assessors and tax collectors of changes in assessment administration and to resolve local misunderstandings of property tax laws.

The Property Tax Division emphasized compliance of the minimum assessment standards during 1981 and 1982 pursuant to Title 36, M.R.S.A., section 327.

Division tax revenues for the fiscal year are as follows:

Property Tax Division

	1981-1982
Unorganized Territory	
Real Estate Tax	$ 6,744,753
Personal Property Tax	88,202
Spruce Budworm Tax	7,000,000
Interest on Tax	26,435
State-wide Real Estate Transfer Tax	856,295
Total	$14,715,685

Audit Division. The Audit Division coordinates field audits for sales, income and motor fuel taxes.

Audit statistics for fiscal year ending June 30, 1982

In-state Tax Collections	$3,785,847
Out-of-state Tax Collections	5,630,321
	$9,416,168
Miscellaneous Assessments	424,628
	$9,830,796

Operations Division. The Operations Division is principally responsible for certain business services, systems analysis, design and operation.

The Business Services Section provides mail processing, revenue accounting and data entry services. The Computer Services Section operates and controls the Bureau's computerized systems. Continued emphasis on the efficient use of computer systems has resulted in expanded and refined utilization. All the major taxes administered by the Bureau are handled through computerized systems, with the exception of inheritance taxes.

Research Division. The Research Division is principally responsible for administrative support functions of a technical nature. These include coordination of the Bureau's legislative involvement, administrative studies and monitoring compliance requirements with federal programs. A general fund revenue forecasting model is maintained as well as statistical analyses of certain state taxes. A comprehensive state tax expenditure study is being prepared for the 111th Legislature.

Enforcement Division. This division was established in 1979 in order to consolidate state tax enforcement and compliance efforts; thereby assuring a systematic and efficient program of tax enforcement. In addition to generating additional revenue, aggressive and conspicuous enforcement activities maintain the public's confidence in the equity and uniformity of the State's tax programs.

Delinquent Accounts Section: This section has responsibility for the collection of all unpaid accounts. Programs are administered which utilize both routine collection procedures and the judicious application of several forceful statutory provisions which are available to ensure payment of state tax liabilities.

Enforcement Section: This section consists of two units with responsibility for pursuing and investigating nonfilers of state tax returns. The Federal Data Unit utilizes information developed through a Federal/State Exchange Program to assess taxpayers who have not reported results of Federal Income Tax audits to the State or who have not filed State returns. The following statistics summarize this unit's activity for the fiscal year ending June 30, 1982:

	Number of Assessments	*Assessments*
Individual	7,337	$1,943,333.71
Corporate	340	429,071.32
Total	7,677	$2,372,405.03

The Compliance Unit develops and utilizes internally-generated resources to detect nonfilers for the various tax systems. Delinquency investigations may result in the use of the State's subpoena and summons authority as well as the State Tax Assessor's authority to execute tax returns under 36 M.R.S.A. section 141 in aggravated cases on nonfiling of returns. This unit also assists in the development of information required by the Criminal Division of the Attorney General's office with regard to the White Collar Crime Program concerning the nonfiling of Maine Income Tax Returns. For fiscal year 1982, Grand Jury criminal indictments have been rendered against 3 individuals, also 5 additional cases were taken to District Court for failure to file returns. One of the Grand Jury cases and 3 of the District Court cases were successfully prosecuted and remaining cases are pending trials.

State Tax Division. The Division has four sections as follows:

Sales Tax Section. Net assessment for sales tax, rental tax, use tax, interest and penalties for the fiscal year ending June 30, 1982 was $248,979,154. Collections of the 5% use tax on casual sales of motor vehicles and out-of-state purchases of motor vehicles were approximately $5,604,031 for the fiscal year ending June 30, 1982.

Sales tax refunds and exemptions provided to commercial farmers and commercial fishermen for purchases of depreciable machinery and equipment were approximately $917,341 for the fiscal year ending June 30, 1982.

The 110th Legislature (Second Regular and Fourth Special Session) enacted legislation to redefine agricultural production to include seed production, increase time to thirty days for placing a vehicle in interstate commerce after purchase, allow refund on solar energy equipment for producing electrical power and expanded exemption for certain rural health centers.

Inheritance Tax Section: Revenue for the fiscal year ending June 30, 1982 totaled $17,324,913.

Excise Tax Section: Total net assessments for the fiscal year ending June 30, 1982 were: Gasoline, Use Fuel and Motor Carrier Taxes—$48,634,352. Business, Special Industry and Cigarette Taxes—$65,616,258 and Aeronautical Gas Tax—$365,370.

Income Tax Section: Net assessment corporate income tax for the fiscal year ending June 30, 1982 was $36,618,620. Net assessments for the individual income tax for same period was $209,700,716.

The 110th Legislature (Second Regular, Third and Fourth Special Sessions) enacted legislation adopting conformity to Federal provisions for all except corporations. For corporations, conformity is dependent on revenue in December 1982. Legislation expanded eligibility for the Elderly Householders Tax and Rent Refund Program.

The Income Tax Section also administers the Elderly Householders Tax and Rent Refund Program and the certification program for the Elderly Low Cost Drug Program. The certificates were issued in conjunction with the Elderly Householders Tax and Rent Refund Program and resulted in 18,877 elderly low cost drug cards being issued for the year ending June 30, 1982. The following number of refunds were processed under the Elderly Householders Tax and Rent Refund Program:

Year Ending June 30:	1981	1982
Number of applications filed	26,940	25,727
Number of applications approved	24,375	22,788
Total refunds	$6,094,302	$5,917,705
Average refund	$ 251	$ 260

LICENSES, PERMITS, ETC.:

Blueberry: Annual license—Processor and/or Shipper.
Dairy and Nutrition Council Tax: Permanent Certificate—Dealer.
Milk Tax: Permanent Certificate—Shipper.
Potato Tax: Permanent Certificate—Shipper.
Sardine Tax: Permanent Certificate—Packer.
Use Fuel:
- Use Fuel Tax License—Permanent.
- Use Fuel Dealers License—Permanent.

Gasoline:
- Distributors Certificate—Permanent.
- Exporters Certificate—Permanent.
- Importers Certificate—Permanent.

Lubrication Oils:
- Distributors Certificate—Permanent.

Cigarettes:
- Distributors Annual Cigarette License.
- Wholesale Dealers Annual Cigarette License.
- Nonresident Distributors Annual Cigarette Licenses.

Sales and Use Tax Registration.
Certified Maine Assessor Certificate
Certified Assessment Technician Certificate

PUBLICATIONS:

Bulletins and pamphlets which describe the various tax laws and regulations are available free of charge.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,282,061	3,282,061				
Health Benefits	116,737	116,737				
Retirement	491,227	491,227				
Other Fringe Benefits	3,153	3,153				
Computer Services—Comm	39,204	39,204				
Computer Services—State	389,546	389,546				
Other Contractual Service	1,067,925	1,067,925				
Rents	24,480	24,480				
Commodities	30,038	30,038				
Grants—Subsidies—Pensions	8,377,475	6,518,576	1,858,899			
Equipment	8,834	8,834				
TOTAL EXPENDITURES	13,830,680	11,971,781	1,858,899			

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

RICHARD E. MULLAVEY, EXECUTIVE SECRETARY
KENNETH G. STRATTON, CHAIRMAN, MAINE COMMISSIONERS

Central Office: AMHI—Harlow Building *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1949 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 327; *Citation:* 1949 P&SL, Chap. 75
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation: the third member is a citizen appointed by the Governor, for a term of three years.

PROGRAM: Activities of the Northeastern Interstate Forest Fire Protection Commission during FY 82 included the annual Commission meeting at Lebanon, New Hampshire, and the annual training session at Concord, New Hampshire. The theme of this session was "The Use of Computers in Fire Control."

A training session and meeting was conducted at New Brunswick, Canada by the Equipment Committee on the subject of: Updating the members' equipment inventories, the marking of equipment for identification, and equipment pricing.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $4,222 in FY 82 and are, by administrative decision, included with those of the Bureau of Forestry.

ADVISORY COMMITTEE FOR THE TRAINING OF FIREMEN

STEPHEN WILLIS, CONSULTANT

Central Office: Education Bldg., Augusta *Telephone:* 289-2621
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1959 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 326; *Citation:* 20 M.R.S.A., Sect. 2552
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Advisory Committee to the Commissioner of Educational and Cultural Services Relating to the Firemen's Training Program is to consult and advise him in carrying out the administration of section 2551.

ORGANIZATION: The committee consists of 13 members appointed by the Commissioner as follows: One municipal chief, one call chief and one volunteer chief recommended by the Maine Fire Chief's Association, Inc.; one municipal firefighter, one call firefighter and one volunteer firefighter recommended by the Maine Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Maine Council of Firefighters, Inc.; and one member from the general public.

PROGRAM: Advisory Committee met April 5, 1982. United States Fire Administration funding cuts and resulting impact on Fire Service Education were discussed. A resolution of concern was drafted and forwarded to Maine's congressional delegation. The 5-year plan for statewide fire education and training for the State of Maine, developed in 1980 and still awaiting implementation funding, was discussed in detail. Updated financial needs and strategies for implementation to be developed for a fall, 1982 meeting. Committee members were introduced to the newly appointed consultant who outlined his short and long-range concerns for the program.

PUBLICATIONS:

1. Legal Research of Maine's Fire Protection Laws—Free.
2. Automotive Fire Apparatus Procurement Guide—Free.
3. Fire Ground Hydraulics (Basic)—Free.
4. Fire Ground Hydraulics (Advanced)—Free.
5. Maine's Fire Chiefs Directory—Free.
6. A Five-Year Plan for Statewide Fire Service Education and Training for the State of Maine—1980—Free

FINANCES, FISCAL YEAR 1982: Expenditures of $211.20 in FY 82 were included with those of the Department of Educational and Cultural Services.

GROUND WATER PROTECTION COMMISSION

IKE GOODWIN, WALTER ANDERSON, CO-CHAIRMEN
CRAIG TEN BROECK, Executive Secretary to the Maine Land and Water Resources Council, Staff

Central Office: AMHI—Ray Building *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 418; *Citation:* P&SL 1979 Chap. 43
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Legislature during its 109th session in 1979 passed An Act to Create a Ground Water Protection Commission to Review the Laws Dealing with Ground Water. The Act charged the Commission with the following duties:

Ground water contamination. Identify recent documented cases of significant ground water contamination, and where possible, determine the sources of the contamination;

Information gathering and analysis. Review the existing organization for the collection and analysis of ground water information and evaluate its adequacy;

Existing regulations. Review the existing federal, state, and local regulations protecting ground water; and

Other studies and evaluation. Make any other studies and evaluations necessary to fully assess existing laws and information relating to ground water conservation and protection.

The Act required that the Commission present its findings with suggested legislation to the 110th Legislature.

ORGANIZATION: The membership of the Commission was appointed according to provisions in the Act. The Commission membership was as follows:

Ike Goodwin, Co-Chairman	Well Driller
Walter Anderson, Co-Chairman	State Geologist
Kenneth Arndt	Regional Planning Representative
John Attig	Public Member
Gerald Bates	Department of Human Services
Daniel Boxer, Esq.	Industry Representative
Peleg Bradford	Water Utility Association
Edward E. Chase	Industry Representative
Thomas R. Downing, Esq.	Public Member
Frederick Greene, Esq.	Public Member
Robert M. Healy	Municipal Representative
Senator James A. McBreairty	Energy and Natural Resources Committee
Alan Prysunka	Department of Environmental Protection
Dr. Roland A. Strucktemeyer	Public Member
Senator Barbara Trafton	Judiciary Committee

PROGRAM: The Commission first met in November of 1979 and held its last meeting in January, 1981, meeting twelve times in all. The Commission formed three subcommittees from among its membership to explore ground water quality, quantity, and management related problems. Copies of the Commission minutes of these meetings and the subcommittee reports are available upon request from the Land and Water Resources Council, Maine State Planning Office.

The Commission transmitted its report, "Recommendations of the Ground Water Protection Commission", to the Legislature in January 1981. A major recommendation of the Commission that the Site Location of Development Act be amended to protect ground water aquifers was subsequently passed by the Legislature and signed into law by the governor.

The Commission was not active during this fiscal year. The individual members have continued their involvement with ground water management.

FINANCES, FISCAL YEAR 1982: This unit did not receive or expend funds during FY 82.

MAINE GUARANTEE AUTHORITY

WILLIAM B. MANHEIMER, CHAIRMAN
PHILIP G. CLIFFORD, 2nd, Manager

Central Office: 83 Western Ave., Augusta; *Floor:* 2 *Telephone:* 289-3095
Mail Address: Statehouse Sta. #94, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 332; *Citation:* 10 M.R.S.A., Sect. 1001

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Guarantee Authority is to promote and encourage the development and expansion of industrial, manufacturing, fishing, agricultural and recreational enterprises within the State of Maine.

ORGANIZATION: The Maine Guarantee Authority is a body corporate and politic and a public agency and instrumentality of the State of Maine. It consists of ten members. These members are: The Director of the State Development Office, the Treasurer of the State and eight members at-large appointed by the Governor subject to review by the Joint Standing Committee on State Government and confirmation by the Legislature. Each member-at-large serves for a term of four years. A manager is appointed by the Authority to direct and supervise its administrative and technical activities. The Authority is a self-supporting agency that receives its operating funds from mortgage insurance fees and service and application fees charged in connection with the issuance of industrial revenue bonds. It is not supported by legislative appropriations.

PROGRAM: The Authority administers four financial assistance programs designed to accomplish the purpose for which it exists. These are: (1) the Mortgage Insurance Program, (2) the Revenue Obligation Securities Program, (3) the Municipal Securities Approval Program, and (4) the Community Industrial Buildings Program.

During the fiscal year ending June 30, 1982, under the Mortgage Insurance Program two new projects were approved for insurance. These were Lauri, Inc., an educational toy manufacturer in Phillips-Avon, and Rockland Fleet Corporation, a longline fishing fleet in Rockland. Four projects for which the Authority had insured loans—Hancock Ellsworth Tanners, Inc. in Hancock, McCain Foods, Inc. of Easton, Friendship Motor Inn, Old Orchard Beach, and the Nautilus Motel and Restaurant in Kennebunk—either paid off or refinanced their operations, eliminating the need for MGA insurance. Four projects for which insurance commitments had been insured in prior years were closed: Stratton Lumber Company, W. E. Cloutier & Co., Inc., Off-Shore Enterprises, Inc., and Willis and Jean Sargent. Foreclosure proceedings were initiated on one project, Katahdin Shadows in Medway.

The Chapter XI bankruptcy proceeding involving First Hartford Corporation (Wyandotte Industries) of Waterville is still pending. The Authority, however, now owns the project since it was required to honor its insurance contract and pay off the bank involved.

Evergreen Valley Resort, Inc. in Stoneham, a project for which the Authority holds a first mortgage, filed a Chapter XI bankruptcy in April.

Under the Revenue Obligation Securities Program, four new projects were approved. Two of these, Lauri, Inc., the educational toy manufacturer in Phillips-Avon and Rockland Fleet Corporation, the longline fishing fleet from Rockland, also were approved for insurance. A third one, Holmes Packing Corporation, applied for insurance but a decision had not been made by the end of the fiscal year. The fourth issue was an uninsured issue of $1,250,000 for a pollution control facility for GTE Products Corporation in Waterboro.

There was no activity within the Umbrella Bond Program because it was eliminated by a revenue ruling by the Internal Revenue Service in August.

Under the Municipal Securities Approval Program, interest continued to be high. Thirty-five new issues were approved with total value in excess of $86,000,000. These issues involved 25 communities and provided more than 1,000 jobs.

Three new loans were authorized under the Community Industrial Building Program. The recipients of these loans were the communities of Brewer, Calais and Westbrook.

INDUSTRIAL GUARANTEES

Name	Location	Effective Date	Guarantee Percentage	Maximum Guarantee Amount	June 30, 1982 Balance
A.C. Lawrence Leather Co., Inc.	South Paris	3/ 5/76	90%	$ 675,000	$ 508,088.93
Andrews Enterprises/Oxford Homes, Inc.	Kennebunk	9/16/74	90%	405,000	338,778.81
Congress Sportswear Company, Inc.	Bath	1/29/65	100%	303,040	59,076.28
Edwards Mfg. Co., Inc.	Augusta	2/ 9/79	94.74%	1,800,000	323,605.92
General Electric	Auburn	1/ 2/63	100%	460,000	188,354.14
Hallowell Shoe Company	Augusta	6/30/66	100%	680,000	188,651.96
*Howell Laboratories, Inc.	Bridgton	4/ 8/81	85%	408,000	403,199.98
Hunt Company, Inc.	Wiscasset	1/ 2/81	90%	180,000	139,379.38
Lewiston Shoe Machinery Co., Inc.	Lisbon	12/30/76	80%	226,800	158,947.34
Lynn-Flex Industries, Inc.	Saco	10/ 1/62	100%	588,000	12,022.81
McCain Foods, Inc.	Washburn	3/31/77	75%	1,534,500	1,351,254.65
**Offshore Enterprises, Inc.	Deer Isle	10/30/81	50%	82,500	78,399.44
Paris Manufacturing Corporation	South Paris	9/14/78	90%	900,000	835,656.53
**Sargent, Willis C. and P. Jean	Bernard	10/30/81	80%	120,000	116,943.00
*Spencer Press of Maine, Inc.	Wells	6/14/81	95%	7,000,000	7,000,000.00
Stratton Lumber, Inc.	Eustis	8/18/81	90%	864,641	848,563.20
Viner Brothers, Inc.	Bangor	7/11/75	90%	832,500	426,402.57
Volk Packaging Corporation	Biddeford	8/ 1/68	100%	288,000	108,565.48
W. E. Cloutier Co., Inc.	Lewiston	5/27/82	95%	760,000	760,000.00
W. H. Nichols Company	Portland	1/ 2/76	90%	1,350,000	1,238,983.60
Wendall W. Shaw	Fort Fairfield	10/10/68	100%	79,150	2,454.56
Sub-Total					$15,087,328.58

RECREATIONAL GUARANTEES

Name	Location	Effective Date	Guarantee Percentage	Maximum Guarantee Amount	June 30, 1981 Balance
Hyde School Tennis Court	Bath	11/ 1/69	100%	270,000	144,026.80
Indoor Tennis	Bangor	10/ 1/69	100%	157,500	116,034.98
Katahdin Shadows KOA	Millinocket	12/31/73	100%	145,000	64,525.40
Kimball Terrace Motor Inn	Northeast Harbor	9/29/71	100%	473,000	212,167.22
Landmark Motor Inn	Pittsfield	10/ 1/70	100%	155,000	96,061.17
Pierce's Marine Service, Incorporated	Boothbay Harbor	11/27/68	100%	125,000	21,663.56
Sebago Marine, Inc.	East Sebago	9/17/68	100%	67,000	30,976.60
Sugarloaf Mountain Corporation	Kingfield	12/11/75	100%	2,533,102	2,069,125.22
The Waverly Motel	Old Orchard Beach	2/ 5/69	100%	225,000	90,000.00
Sub-Total:					$ 2,844,580.95

COMMITMENTS

Conventional Loans	Location	Approval Date	Guarantee Percentage	Commitment	
Lauri, Inc.	Avon	6/21/82	95%	670,607.85	
Sebank Industries, Ltd.	Rockland	5/24/82	95%	1,567,500.00	
Subtotal					$ 2,238,107.85
Total Insured Projects and Commitments					$20,170,017.38
Bonds Outstanding—Recreational				1,992,715	
Industrial				8,479,210	10,471,925.00
Available for New Projects					19,358,057.62
					$50,000,000.00

*Guaranteed Industrial Revenue Bonds
**Guaranteed Fishing Vessels

Schedule of
Municipal Revenue Obligation Securities Issues
Approved by Authority
July 1, 1981 to June 30, 1982

Municipality	Company	Date Approved	Amount Approved/ Purchaser	Interest Rate	Jobs Created	Type Project
Auburn	Richard Buerhaus	02/82	$ 400,000 Depositors Trust Company	12%		1
Auburn	Stride Rite Corporation/ Stride Rite Footwear, Inc.	11/81	600,000 State Street Bank and Trust Company	floating	25	1
Augusta	Joseph Kirschner Company, Inc.	12/81	4,000,000 Depositors Trust Company & Manufacturer's Hanover Trust Company	floating	46	1
Bangor	F. W. Webb Company	02/82	400,000 Depositors Trust Company	floating	22	1
Berwick	Prime Tanning, Inc.	12/81	2,500,000 General Reinsurance Corporation	12%	30	1 & 2
Biddeford	John Roberts, Inc.	08/81	500,000 Canal National Bank		101	1
Brewer	Lemforder Corporation	12/81	4,000,000 Chemical Bank	floating	27	1
Fairfield	Scott Paper Company	08/81	1,000,000 Fidelity Bank	14%		2
Gorham	Hill Acme Gorham Company	04/82	600,000 Central Trust Company of Northeastern Ohio	floating		1
Jay	Jay Realty Trust	10/81	2,100,000 Depositors Trust Company			1
Lewiston	Centreville Plaza Development Corporation	12/81	618,000 Northeast Bank of Lewiston/Auburn	12%	121	9

Municipality	Company	Date Approved	Amount Approved/ Purchaser	Interest Rate	Jobs Created	Type Project
Lewiston*	FMR Properties, Inc.	12/81	10,000,000 First National Bank of Boston		139	1
Lovell	Lovell Lumber, Inc.	07/81	500,000 Casco Bank & Trust	floating	2	1
Orrington	L.C.P. Chemicals-Maine, Inc.	10/81	7,500,000 Manufacturer's Hanover Trust Company	14%	62	1
Pittsfield	Somerset Group	01/82	350,000 Maine National Bank	floating	12	1
Pittsfield	Stride Rite Corporation/ Stride Rite Footwear, Inc.	11/81	400,000 State Street Bank and Trust Company	floating	25	1
Portland	Casco Development Associates	12/81	500,000 March Co.	14½%		9
Portland	57 Exchange Street	12/81	1,250,000 Double Shot Company	14¼%		9
Portland	Milk Street Associates	06/82	850,000 (no purchaser)			9
Portland	Milliken-Tomlinson Company	09/81	3,500,000 Salomon Brothers	14⅓%	15	1
Saco	Garland Mfg. Company	06/82	1,900,000 Canal National Bank	floating		1
Sanford	Bionomics, Inc.	05/82	500,000 Canal National Bank	floating	16	1
Scarborough	Stride Rite Corporation/ Stride Rite Footwear, Inc.	11/81	300,000 State Street Bank and Trust Company	floating	35	1
Skowhegan	Scott Paper Company	08/81	10,000,000 Fidelity Bank	14%		2
South Portland	W. H. Shurtleff Company	08/81	800,000 Canal National Bank	floating		1

Municipality	Company	Date Approved	Amount Approved/ Purchaser	Interest Rate	Jobs Created	Type Project
Stacyville	Sherman Power Company	01/82	3,500,000 Leach and Garner Company & Palmer Capital Company		10	7
Strong	Forster Mfg. Co., Inc.	12/81	2,000,000 Depositors Trust Company		12	1
Topsham	Topsham Fair Mall	10/81	8,000,000 Kidder, Peabody & Co., Inc.	floating	410	1
Waterville	Rich's Department Store	07/81	1,800,000 Shawmut Bank	12%	85	1
Westbrook	S. D. Warren	10/81	11,000,000 (no purchaser)			2
Winslow	Peter E. Fortin & Sons	11/81	275,000 Federal Trust Company	floating	17	1
Winslow	Mid-State Machine Products, Inc.	01/82	1,500,000 Canal National Bank	floating	21	1
Winslow	Scott Paper Company	08/81	4,500,000 Fidelity Bank			2
Winslow	Scott Paper Company	08/81	1,000,000 Fidelity Bank			2
Winslow	Scott Paper Company	06/82	8,000,000 Smith Barney, Harris Upham & Co.	15%		2
TOTAL			$86,643,000**		1,094**	

*Request withdrawn—project never done
**Does not include Lewiston/FMR Project

Project Types: 1. Industrial commercial project;
2. Pollution control project;
3. Water supply system;
4. Recreation project;
5. Multi-level parking facility;
6. Multi family housing units secured by mortgages and consistent with a municipally-approved community development grant;
7. Energy generating system;
8. Energy distribution system;
9. Reconstruction of existing building project.

FINANCIAL SUMMARY
July 1, 1981 to June 30, 1982

Industrial Building Mortgage Insurance Fund		
Balance Available 7/1/81	$ (790,845.01)	
Receipts	4,240,641.92	
	$3,449,796.91	
Disbursements	4,590,237.04	
		$(1,140,440.13)
Recreational Project Mortgage Insurance Fund		
Balance Available 7/1/81	$ 879,823.55	
Receipts	280,935.04	
	$1,160,758.59	
Disbursements	120,338.05	
		1,040,420.54
Municipal Securities Act		
Balance Available 7/1/81	$ 127,626.64	
Receipts	114,834.94	
	$ 242,461.58	
Disbursements	54,185.06	
		188,276.52
Community Industrial Building Fund		
Balance Available 7/1/81	$ 478,456.75	
Receipts	10,980.91	
	$ 489,437.66	
Disbursements	417,488.71	
		71,948.95
Revenue Bonds		
Balance Available 7/1/81	(4,830.17)	
Receipts	10,683.50	
	$ 5,853.33	
Disbursements	60,856.30	
		(55,002.97)
Total Cash Balance Available June 30, 1982		$ 105,202.91

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GUARANTEE AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	106,547					106,547
Health Benefits	3,431					3,431
Retirement	15,474					15,474
Other Fringe Benefits	30					30
Computer Services—State	9					9
Other Contractual Service	1,235,943					1,235,943
Rents	11,337					11,337
Commodities	645					645
Grants—Subsidies—Pensions	386,797					386,797
Equipment	77					77
Transfers to Other Funds	2,806,343					2,806,343
TOTAL EXPENDITURES	4,566,633					4,566,633

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

EDWARD M. STONE, CHAIRMAN
RICHARD B. STEWART, Executive Director

Central Office: 165 Dover Pt. Road, Dover, N.H.; *Telephone:* 603-742-9432
Mail Address: 165 Dover Pt. Road, Dover, N.H. 03820

Established: 1971 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 336; *Citation:* 22 M.R.S.A., Sect. 2054

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in financing the construction and equipping of health-care and educational facilities, the refinancing of existing indebtedness and student loans by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State (as a nonvoting member) who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligation of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is $2.50 per $1,000 borrowed. Once the project is completed and generating revenues for the hospital, nursing home, or institution for higher education, an annual fee of $1.00 per $1,000 borrowed is charged. Recent issues include $10,990,000 Colby College, Waterville (2 issues); $19,515,000 Eastern Maine Medical Center Bangor; $2,610,000 Maine Medical Center, Portland; $16,300,000 Mercy Hospital, Portland; $23,770,000 Mid-Maine Medical Center, Waterville.

FINANCES, FISCAL YEAR 1982: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

HEALTH FACILITIES COST REVIEW BOARD

DAVID P. CLUCHEY, CHAIRMAN
DAVID WIHRY, Ph.D., Vice-Chairman
ROBERT K. CLARKE, Executive Director

Central Office: 235 State Street, Augusta *Telephone:* 289-1983
Mail Address: Statehouse Sta. #102, Augusta, Maine 04333

Established: July 1978 *Sunset Termination Scheduled to Start by:* July 1, 1982

Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 202; *Citation:* 22 MRSA, Sec. 353

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The purposes of the Health Facilities Cost Review Board are to: (1) Establish a uniform system for reporting health care information; (2) Review and comment on the budget of any hospital which is not a member of a voluntary budget review organization; (3) Monitor the activities of any voluntary budget review organization; (4) Carry out studies relating to the costs of health care services; and (5) Report annually to the Legislature on the status of the costs of health care services and recommend mechanisms to control these costs.

ORGANIZATION: The board consists of 10 members appointed by the Governor, and subject to review by the Joint Standing Committee on Health and Institutional Services and confirmation by the Legislature. They include the Commissioner of the Department of Human Services or his designee, the Superintendent of the Bureau of Insurance or his designee, one member from a list of 3 names submitted by the Maine Hospital Association, one member from a list of 3 names submitted by the Maine Health Care Association, one member who has at least 5 years experience in the field of health insurance or in the administration of a health care service plan and 5 public members. The board is authorized to employ an executive director and other staff as it deems necessary.

PROGRAM: In response to a request from Governor Brennan, the Board completed a study which included an examination of the current hospital financing system, an evaluation of the current efforts of Maine hospitals to control costs on a voluntary basis and assessment of the need for a mandatory hospital rate setting program. Between June and December of 1981 the Board held eight public hearings and numerous other meetings devoted exclusively to this study. The report was presented to Governor Brennan and the Legislature in December 1981 and draft legislation containing the Board's recommendations was submitted to Governor Brennan several weeks later.

The Board completed a major report on the frequency of the most common surgical procedures performed in Maine hospitals. The report noted wide variations in the rates of surgery among small geographic areas in Maine. The Board convened a Task Force composed of physicians, hospital representatives, a dentist and members of the Board in order to identify the causes of these variations. The Task Force will report the results of its study to the Board in 1982.

LICENSES, PERMITS, ETC.:

The board is authorized to approve, set performance standards for and withdraw approval from voluntary budget review organizations. The board may also designate an organization as an independent data organization for the purpose of collecting, storing and retrieving health care information.

PUBLICATIONS:

The Board's Annual Reports for 1979 and 1980 are available upon request.
The reports of two studies are also available. They are:

(1) *Hospital Cost Containment In Maine* and
(2) *Incidence Patterns of Common Surgical Procedures In Maine 1978 and 1980.*

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

HEALTH FACILITIES COST REVIEW BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	42,614	42,614				
Health Benefits	866	866				
Retirement	7,045	7,045				
Other Fringe Benefits	162	162				
Other Contractual Service	45,115	45,115				
Rents	1,258	1,258				
Commodities	594	594				
Grants—Subsidies—Pensions	3,408	3,408				
Equipment	248	248				
TOTAL EXPENDITURES	101,310	101,310				

MAINE HISTORICAL SOCIETY

WILLIAM H. TONER, JR., DIRECTOR

Central Office: 485 Congress St., Portland *Telephone:* 774-1822
Mail Address: 485 Congress St., Portland, Maine 04101

Established: 1822 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 176; *Citation:* 1822 P&SL Chap. 118

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is charged with the responsibility for collecting and preserving "whatever...may tend to explain and illustrate any department of civil, ecclesiastical and natural history...of this State, and of the United States".

ORGANIZATION: The Maine Historical Society, fourth oldest historical society in the United States, was incorporated on the fifth of February, 1822. The first meeting of the Society was held in the old Statehouse at Portland, Governor Albion K. Parris presiding. It was agreed that headquarters of the Society should be located in Brunswick, and the library and museum cabinet were housed at Bowdoin College until 1881. During these early years, the Society became intimately associated with the life of the College and Annual Meetings were held there at commencement time for a hundred years.

The relocation of the Society to Portland was brought about through the energetic efforts of a number of prominent Portland citizens who became members shortly after the Civil War. At first the collections were housed on the third floor of the old City Building. When the new Portland Public Library was completed in 1889, they were moved to rooms provided by James P. Baxter. Finally on February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters at 485 Congress Street. Located on the property of the historic Wadsworth-Longfellow House (received through the bequest of Anne Longfellow Pierce) the building was constructed specifically to house the

Society's large collection of rare books, manuscripts, and Maine memorabilia. For the first time in its eighty-five year history, the Society claimed its own building, and was not forced to accommodate its collecting aims or its activities to the needs of a host institution.

PROGRAM: The Maine Historical Society operates the state's largest historical and genealogical research library as well as the Wadsworth-Longfellow House. During FY 82, 12,725 people patronized the library and the Wadsworth-Longfellow House, and an additional 1,600 were provided with reference service by mail and telephone.

Library. The Maine Historical Society Library contains an imprint collection of over 60,000 volumes of state and local history, biography, family genealogy, and rare pamphlets. As the oldest manuscripts repository in Maine, the Library also contains an unsurpassed research collection of more than 1.7 million documentary items dealing with virtually every aspect of Maine history and life. The manuscript collections include original maps and surveys, early proprietary and town records, sheriffs' papers, justice dockets, and the personal papers of many of the state's most prominent citizens. In addition, the holdings also include the largest and most distinguished collection of architectural drawings available to the architectural historians of this state, as well as the engineering drawings of the Portland Company, one of the nation's earliest manufacturers of locomotives and rolling stock. The crown jewel of the manuscript collections is the John H. S. Fogg Autograph Collection. Complemented by extensive collections of daguerreotypes, glass plate negatives, photographs, maps, graphics, and broadsides, the Society's overall holdings constitute the most comprehensive collection available for the serious study of Maine history.

The Society's fine museum collection of antique furniture, glassware, pewter, samplers, nautical instruments, military and naval accoutrements, and 19th century Maine paintings are made available for exhibit to other responsible institutions throughout the state.

Wadsworth-Longfellow House. The Society's primary museum program is the operation of the historic Wadsworth-Longfellow House, the childhood home of the nation's most famous poet, Henry Wadsworth Longfellow. A National Historic Landmark, the house was built in 1785-86 by General Peleg Wadsworth, the poet's maternal grandfather. One of the state's leading tourist attractions, the building contains the original furnishings of the Wadsworth and Longfellow families, dating from the colonial era to the late Victorian. In FY 82, the Wadsworth-Longfellow House was open to the public from June 2 through October 15.

During FY 82, the Society pursued work on restoration and repair of the Wadsworth-Longfellow House. Aided by grants from the Maine Historic Preservation Commission and the City of Portland's Community Development Program, the following restoration project work has been completed: electrical re-wiring; window and sash repairs; exterior brick cleaning. Further brick restoration and new roofing are scheduled to be completed early in FY 83.

Fund-raising. The Society's capital campaign, the Maine Heritage Fund, was launched in late 1979, and by the end of FY 82, the Society had raised $440,000 in contributions and pledges to the campaign goal of $500,000. In addition to $440,000 in non-Federal support, the Society's National Endowment for the Humanities Challenge Grant, awarded in 1980, has so far provided $100,000 in Federal grant money which has been added to the institution's endowment fund.

The Maine Heritage Fund campaign was organized to meet the following needs of the Society: endowment building; Wadsworth-Longfellow House restoration; library building repairs; staff salaries support; art conservation; debt retirement; program development.

The Society's art conservation program received support in FY 82 through a matching grant from the Maine State Commission on the Arts and Humanities.

Public Programs. The Society sponsored two public lecture series during FY 82, one on the subject of the Maine Indian land claims case and the other about Maine's black, Irish, and Greek ethnic communities. A total of more than 800 people attended the six programs in the series.

As a community service, the Society presented two admission-free Open House days at the Wadsworth-Longfellow House during FY 82. A total of more than 1800 visitors toured the historic house on those occasions.

To permit wider access to the Society's research library of Maine history, the Society instituted a new schedule of public hours, effective April 1, 1982. The library is now open until 8:30 P.M. every Thursday and from 9 A.M. to 5 P.M. on the second Saturday of each month, in addition to its 9 A.M. to 5 P.M. schedule on Tuesdays, Wednesdays, and Fridays.

In conjunction with Portland's 350th anniversary celebration, the staff of the Society has cooperated extensively with the news media, publishers, community organizations, and individual researchers in their search for information and illustrative material related to Maine and Portland history.

Collections and Exhibitions. During FY 82, the Society continued to acquire by gift and occasionally by purchase manuscripts and other library materials related to the history of the State of Maine. In cooperation with a publisher of microfilm editions, the Society also arranged for the microfilming of additional 19th-century Maine newspapers, original volumes of which are in the Society's collection.

The Society continued loans of Maine historical art to other institutions within the State, including Blaine House in Augusta, the Maine Maritime Museum in Bath, and the Portland Museum of Art. Special, temporary loans were made for exhibitions at the Farnsworth Art Museum in Rockland and the Payson Gallery of Art, Westbrook College, Portland.

PUBLICATIONS:

The Society strives to promote interest in Maine's history by maintaining an active publications program, the core of which is the *Maine Historical Society Quarterly*, the only journal devoted exclusively to publication of scholarly articles on Maine history. During the past year, the following articles were featured in the *Quarterly*: *"G.J. Adams and the Forerunners,"* by Reed M. Holmes; *"Bayonets at the North Bridge: The Lewiston-Auburn Shoe Strike, 1937,"* by Richard H. Condon; *"The Search for Security: Maine After Penobscot,"* by James S. Leamon; *"Eighteenth-Century New England Climate Variation and Its Suggested Impact on Society,"* by William R. Baron; *"Climate: Fluctuation and Agricultural Change in Southern and Central Maine, 1765-1880,"* by David C. Smith et al.; *"Salt Marsh Dykes (Dikes) as a Factor in Eastern Maine Agriculture,"* by David C. Smith and Anne E. Bridges.

Among previous publications of the Society which are still in print and available through the Society are:

Banks, Ronald F. *Maine Becomes a State: The Movement to Separate Maine from Massachusetts, 1785-1820.* Paper, $3.50.

Hunt, H. Draper. *The Blaine House: Home of Maine's Governors.* Paper, $3.00.

Moody, Robert E., ed. *The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643.* Cloth, $20.00.

Morris, Gerald E., and Kelly, Richard D., Jr., eds. *The Maine Bicentennial Atlas: An Historical Survey.* Paper, $6.00; cloth, $10.00.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	24,000	24,000				
TOTAL EXPENDITURES	24,000	24,000				

DISPLACED HOMEMAKERS ADVISORY COUNCIL

ABIGAIL O. WINSTON, CHAIRMAN

Central Office: 20 Union Street, Augusta *Telephone:* 289-3431
Mail Address: 20 Union Street, Augusta, Maine 04330
Established: October 1977 *Sunset Review:* Not Established
Reference: Policy Area: 04; *Umbrella:* 92; *Unit:* 390; *Citation:* 26 M.R.S.A., Sect. 1604
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

ANNE PRINGLE, PRESIDENT
DONALD PETERS, Vice-President

Incoming WATS: 1-800-452-4668
Central Office: 295 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330
Established: 1969 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 345; *Citation:* 30 M.R.S.A., Sect. 4602
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 15 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: In 1981, the Advisory Board opted to invite seven additional members of the housing industry to attend its meetings in a non-voting capacity. The Board has been meeting monthly and among other things has participated in the development of a State Housing Policy. The Board was also very active in the formulation of the Governor's Housing Opportunities for Maine (HOME) Program which was approved by the Maine Legislature in April 1982. It is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

MAINE STATE HOUSING AUTHORITY

SHARON MITCHELL LUNNER, DIRECTOR

Incoming WATS: 1-800-452-4668
Central Office: 295 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Established: 1969 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 346; *Citation:* 30 M.R.S.A., Sect. 4601A

Average Count—All Positions: 50 *Legislative Count:* 0

Organizational Units:

Executive
Development
Management
Legal
Administration
Finance
Board of Commissioners

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

In Fiscal 1982 the Authority had appropriated for program purposes the first State General Fund monies provided to the Authority since its inception. The Housing Opportunities for Maine (HOME) Program funds will be used in conjunction with the Authority's mortgage revenue bonding capacity to provide funds for single family, owner-occupied, home purchase, improvement or energy conservation loans. The program also will provide loan funds for energy conservation or property improvement loans for investor-owned multi-unit rental structures.

ORGANIZATION: The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by Governor and confirmed by the Legislature. The 7th is the State Treasurer.

PROGRAM: As the Maine State Housing Authority entered FY 81, it continued its position as one of the state's largest financial institutions. By year-end 1981, the Authority had assets of $278,388,792, and fund balances of $20,387,470.

The Authority has been a participating agency in HUD's Section 8 program since its inception in late 1974, and in calendar year 1981 received from the Federal Government $16,485,031 in Section 8 rent supplement funds. The subsidies, received from HUD, may be applied to either newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards. The funds are restricted in the use to making up the difference between HUD-established fair market rents and 25% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the Section 8 program must come from private sources or housing finance agencies such as the Authority. As of the end of 1981 the Authority had 3,817 such units occupied, in 139 apartment complexes.

During fiscal 1982, the Authority continued its efforts to improve the housing situation in Maine through participation in HUD's Section 8 program and through the Authority's single family mortgage program and the continued operation of the Authority's Indian Mortgage Program.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commission and staff plan to continue their efforts, making use of both existing programs and new programs as they become available to, "Promote a concerted effort to upgrade housing conditions and standards within this State."

PUBLICATIONS: Maine Housing Authority Annual Reports (1970-1981 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Purchase Bonds—1972 Series A, 1974 Series A, 1975 Series A, 1976 Series A, 1977 Series A, 1977 Series B, 1978 Series A.., 1979 Series A.., 1980 Series I.., 1980 Series A.., 1982 Series A).

Maine State Housing Authority, Design and Construction Handbook, Management Handbook.

"Maine Housing"; Newsletter

For price and availability, contact the Authority.

FINANCES, FISCAL YEAR 1982: In April of 1982, the Authority received a $4.25 million appropriation to fund the Housing Opportunities for Maine Revolving Fund created in 30 MRSA §4733. The Fund is controlled and operated by the Authority pursuant to statutory terms and conditions. For extensive financial data, see the Maine State Housing Authority Annual Report which contains the Authority's audited statement based on the calendar year.

MAINE STATE HOUSING AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	4,250,000	4,250,000				
TOTAL EXPENDITURES	4,250,000	4,250,000				

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (INDIAN TOWNSHIP)

JEANETTE NEPTUNE, CHAIRPERSON
GEORGE STEVENS, JR., Executive Director

Central Office: Travel Off Indian Township, Princeton *Telephone:* 796-2856
Mail Address: Travel Off Indian Township, Princeton, Maine 04668
Established: September 3, 1965 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 438; *Citation:* 22 M.R.S.A., Sect. 4733

PROGRAM: This unit did not submit an individual report.

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (PLEASANT POINT)

FRANCIS J. NICHOLAS, CHAIRPERSON
CLAYTON CLEAVES, Executive Director

Central Office: Pleasant Point, Perry, Maine *Telephone:* 853-4603
Mail Address: Pleasant Point, Perry, Maine 04467
Established: September 3, 1965 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 437; *Citation:* 22 M.R.S.A., Sect. 4733
Average Count-All Position: 35 *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

PENOBSCOT TRIBAL RESERVATION HOUSING AUTHORITY

MATTHEW MITCHELL, CHAIRPERSON
RICHARD M. MITCHELL, Executive Director

Central Office: Riverview Dr., Indian Island, Old Town *Telephone:* 827-7147
Mail Address: P.O. 498, Old Town, Maine 04468
Established: September 3, 1965 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 436; *Citation:* 22 M.R.S.A., Sect. 4733

PROGRAM: This unit did not submit an individual report.

MAINE HUMAN RIGHTS COMMISSION

NORMAN L. FOURNIER, CHAIRPERSON
PATRICIA E. RYAN, Executive Director

Central Office: Hallowell Annex *Telephone:* 289-2326
Mail Address: Statehouse Sta. #51, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 348; *Citation:* 5 M.R.S.A., Sect. 4561
Average Count—All Positions: 11 *Legislative Count:* 4

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and relative to employment, discrimination on account of age; and relative to housing discrimination on account of source of income; and relative to the extension of credit, on account of age, race, color, sex, marital status, ancestry, religious creed or national origin.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM:

Discrimination Complaints. During fiscal year 81-82, 431 new complaints were filed with the Maine Human Rights Commission. In addition, 196 complaints were carried over from the previous fiscal year. During fiscal year 82 the Commission closed 321 cases, leaving a total of 306 cases active at year end.

Of the 321 cases closed by the Commission 106 resulted in pre-determination settlements; 68 were administratively dismissed; and, 147 resulted in Commission determinations. Of these determinations, 30 were reasonable grounds findings and 117 were no reasonable grounds findings. Perhaps the most significant statistic was that in almost 33% of the cases closed by the Commission, they were closed as a result of pre-determination settlements. Coupled with this increased effort to resolve cases prior to a finding, complainants received over $36,990.00 in dollar benefits.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, both public and private. The Commission reviewed numerous Affirmative Action plans during fiscal year 82 for employers in Maine.

Litigation. The Commission is represented by the Attorney General of the State of Maine. Twenty-one cases were referred to the Attorney General's office for litigation and 3 were filed in Superior Court on behalf of the Commission during fiscal year 81-82.

Public Education and Information. The Commission's Speakers Bureau continues to function in filling requests for speakers from citizens groups who wish to know more about

discrimination law in order to voluntarily comply with the law or to exercise their rights under the law.

Commission staff has conducted training programs in the area of affirmative action and has conducted workshops and seminars, for various public and private agencies, businesses, and organizations. In addition, public service spots continue to be produced and distributed throughout the state. Handbooks and guides for employers and employees have been developed. The Commission undertook an extensive program to educate and inform the citizens of Maine as to their rights and responsibilities in the area of fair housing during Fiscal Year 81-82.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Revenue Sharing in order to assure that the human rights of all citizens receive fullest protection of the law, and further, to prevent the undue hardship on employers of duplicative investigation. In addition, the Commission has worked closely and cooperatively with the state's affirmative action officer, and affirmative action officers throughout state government, Commissioners of major departments of state government, as well as Associated Industries of Maine, the Maine Teachers Association, Maine Municipal Association, and the Maine Commission for Women.

PUBLICATIONS:

Housing Poster, brochure, and registration packet
Procedural Regulations
Employment Regulations
Resources for Affirmative Action
Affirmative Action—Who Needs It?
Employment Poster
Pre-Employment Inquiry Brochure
Child Discrimination Law
Pregnancy Brochure

Report to Governor Kenneth M. Curtis on Conditions in Migrant Blueberry Camps (August 1974)

Report to the Maine Human Rights Commission from Citizens' Blueberry Task Force On-Site Visit (August 1975)

Maine Human Rights Commission Report of Public Hearings on Education Held April 19, 20, 21, 22, 1977 (Orono-Portland)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	174,013	73,856			100,157	
Health Benefits	5,321	1,958			3,363	
Retirement	27,371	12,212			15,159	
Other Fringe Benefits	209	143			66	
Computer Services—State	258				258	
Other Contractual Service	51,358	29,557	2,294		19,507	
Rents	773	282	491			
Commodities	1,603	1,039	111		453	
Equipment	1,266				1,266	
Transfers to Other Funds	10,337		232		10,105	
TOTAL EXPENDITURES	272,509	119,047	3,128		150,334	

DEPARTMENT OF HUMAN SERVICES

MICHAEL R. PETIT, COMMISSIONER
ROBERT McKEAGNEY, JR., JOHN D. WAKEFIELD, FRANCIS G. McGINTY
Deputy Commissioners

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2736
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144; *Citation:* 22 M.R.S.A., Sect. 1

Average Count-All Positions: 1,831 *Legislative Count:* 619

Organizational Units:

Public Affairs & Communications
Bureau of Health
Bureau of Rehabilitation
Bureau of Income Maintenance
Bureau of Social Services
Bureau of Health Planning and Development
Bureau of Maine's Elderly
Advisory Board for Licensure of Ambulance Services, Vehicles & Personnel
Office of Dental Health
Maine Dental Health Council
Maine Council on Alcohol & Drug Abuse Prevention and Treatment
Bureau of Medical Services

PURPOSE: To protect and preserve the health and welfare of Maine citizens through planning, authorization, administration, and audit of programs established by law and/or administrative fiat and assigned to the Department

This is accomplished by directing a wide-ranging system of programs in health care, maintenance and study, in protective services for children, in assistance programs for those economically indigent and through proper accountability of all programs.

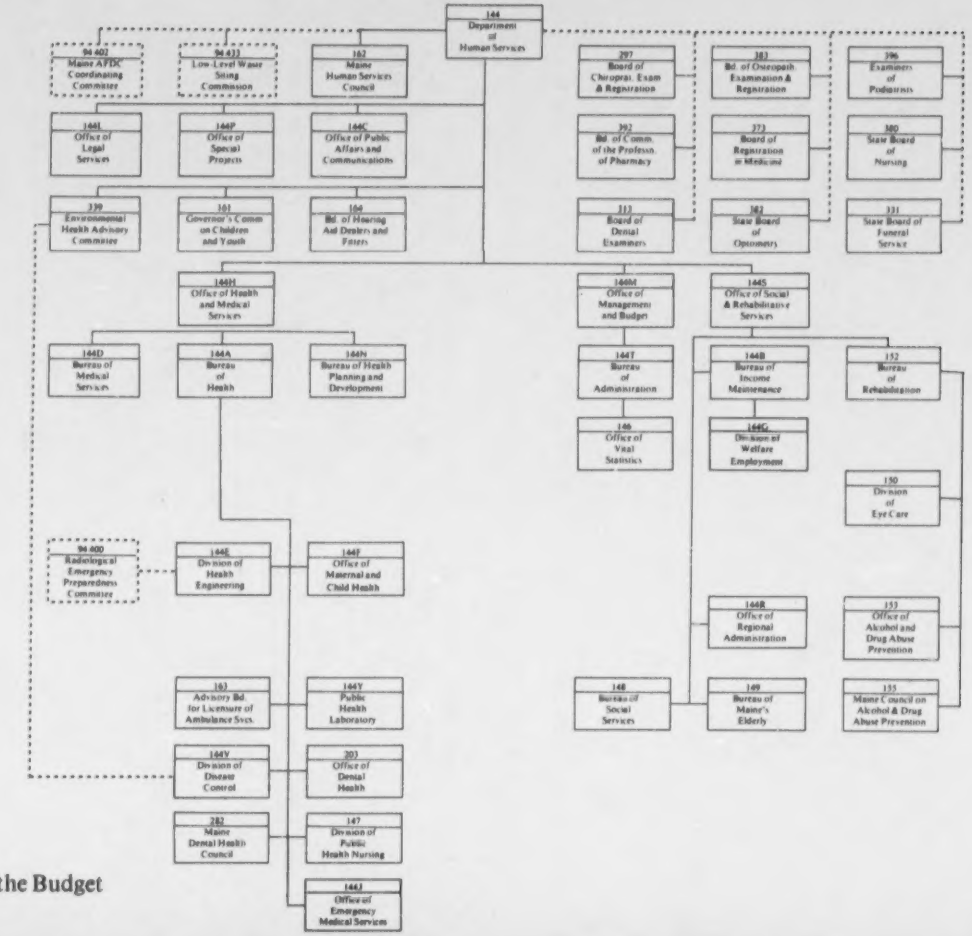
ORGANIZATION: The Department of Health and Welfare orginated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department orginated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of public charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commisssioners of the Department of Public Welfare.

In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Bureau of Administration was formed, which today includes among other organizational units the Division of Research and Vital Records, successor to the orginal Registrar of Vital Statistics dating back to 1891. In 1939, the Bureau of Intitutional Service was separated from the Department to become the Department of Institutional Service, forerunner of the present Department of Mental Health and Corrections.

Since 1931 there have been gradual changes in the department's structure, including a name change to Department of Human Services in 1975. There are now three deputy commissioner level offices, eight bureaus as well as five regional offices, each having at least two field offices. In addition the Commissioner has assigned to his office a Legal Services division, an Office of Public Affairs and Communications and an Office of Special Projects.

One deputy is in charge of the Office of Health and Medical Services, a unit that administers the Emergency Medical Services program, the Office of Dental Health plus the Bureaus of Health, Medical Services and Health Planning & Development. Another deputy administers the Office of Social and Rehabilitation Services, a unit that has direct control over

ORGANIZATIONAL CHART
DEPARTMENT OF HUMAN SERVICES
UMB 10



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	30,393,286	10,852,561	1,328,011		18,212,714	
Health Benefits	1,035,525	332,133	44,133		659,259	
Retirement	4,449,079	1,557,667	190,248		2,681,164	
Other Fringe Benefits	44,257	8,288	807		35,162	
Computer Services—Comm	1,013	426	563		24	
Computer Services—State	1,737,106	551,786	93,786		1,091,534	
Other Contractual Service	8,306,867	3,151,720	1,739,877		3,415,270	
Rents	1,797,148	743,297	59,266		994,585	
Commodities	545,595	163,947	111,791		269,857	
Grants—Subsidies—Pensions	296,369,088	97,650,474	8,247,975		190,470,639	
Buildings and Improvement	40,799		15,906		24,893	
Equipment	283,498	29,376	35,222		218,900	
Transfers to Other Funds	539,978		57,954		482,024	
TOTAL EXPENDITURES	345,543,239	115,061,675	11,925,539		218,556,025	

the five regional office operations, the Bureau of Social Welfare and administrative charge of the Bureaus of Maine's Elderly, Resource Development and Rehabilitation.

A third deputy in charge of the Office of Management and Budget, is responsible for the Bureau of Administration that serves as the logistical support teams of the entire department.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject to review by the Joint Standing Committee on Health and Institutional Services and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the department has contracts for services.

Office of Public Affairs and Communications: The function of the Office of Public Affairs and Communications is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of department wide news letter as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental wide use.

Office of Legal Affairs: The primary function of the Office of Legal Affairs is to provide legal services to the Department and represent the department in all court proceedings. The attorneys assigned to the Department are under the supervision of the Office of the State's Attorney General. The functions of legal services also include writing legal opinions; representing the department in child custody and adult guardianship actions; representing the department in administrative hearings dealing with the enforcement of departmental licensing standards; representing the department in support actions; drafting departmental legislation and approving to form all contracts, leases and other documents.

Office of Special Projects: The primary function of the Office of Special Projects is to provide staff and consultation services to the Commissioner on major social and health issues facing the department. The Special Projects Office is responsible for coordinating and managing Task Forces and study groups, plus coordinating interdepartmental committee work.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF HUMAN SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	1,726,682	1,726,682				
TOTAL EXPENDITURES	1,726,682	1,726,682				

BUREAU OF ADMINISTRATION

EDSON K. LABRACK, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2377
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1947 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144T; *Citation:* 22 M.R.S.A., Sect. 1

PROGRAM: See the report of the Office of Management and Budget for narrative.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,630,854	1,147,119	17,622		1,466,113	
Health Benefits	89,747	36,389	457		52,901	
Retirement	389,476	166,984	1,937		220,555	
Other Fringe Benefits	4,615	949	8		3,658	
Computer Services—Comm.	411	411				
Computer Services—State	100,581	39,619	9,856		51,106	
Other Contractual Service	463,210	182,693	13,988		266,529	
Rents	40,808	1,624			39,184	
Commodities	124,519	7,823	6,169		110,527	
Grants—Subsidies—Pensions	74,926				74,926	
Buildings and Improvement	4,528		4,528			
Equipment	19,273	10,236	3,243		5,794	
Transfers to Other Funds	40,872		430		40,442	
TOTAL EXPENDITURES	3,983,820	1,593,847	58,238		2,331,735	

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

JOHN M. NORRIS II, CHAIRMAN

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 155; *Citation:* 22 M.R.S.A., Sect. 7107
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. There are 17 members selected from fields of education, health, law, law enforcement, manpower, medicine, science, social sciences and related areas.

Membership includes representatives of nongovernmental organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons recovered from alcoholism, chronic intoxication, drug abuse or drug dependence. At least 3 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

PROGRAM: The Council provided advice on an operating-under-the-influence of alcohol study and on the further implementation of the Client Oriented Treatment System. The Council also reviewed and made recommendations on the current OADAP grant-in-aid program.

FINANCES, FISCAL YEAR 1982: 22 MRSA, Sect. 7107 provides that expenditures of this unit, shall be borne by Office of Alcoholism and Drug Abuse Prevention and are, therefore, included in its financial display.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

MICHAEL D. FULTON, DIRECTOR

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 153; *Citation:* 22 M.R.S.A., Sect. 7104

Average Count—All Positions: 23 *Legislative Count:* 28

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the agency of the State of Maine designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and is responsible for planning and coordination of alcohol and drug abuse services, training and education in the State.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by statute in 1973 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services.

PROGRAM: The Office of Alcoholism and Drug Abuse Prevention successfully carries responsibility for the overall planning, policy, objectives, and priorities for all alcohol and drug abuse functions, except prevention of drug traffic, which is the responsibility of another unit of state government. In fulfilling this responsibility, the Office develops more effective, more coordinated, and more efficient administration of resources and services available to alcohol and drug abusers. The creative management or coordination of the provider community, volunteer associations, and other government agencies accounts for the pre-eminent status of the alcohol and drug abuse field.

Resources available to the field come from federal block grants, general fund appropriations, and the premium levied on alcoholic beverages. These resources are made available to local communities through grants-in-aid administered by the Office. Citizen review of grants at the local and state level, coupled with government technical and policy review, assure the efficient and effective administration of resources.

The Office assures quality of alcohol and drug abuse services through its licensing and monitoring facilities. Licensing and monitoring on-site visits direct attention toward client health and safety, physical environment, staffing, case management, fiscal accountability, and program management, as well as assuring program performance and outcome. Linking licensing and monitoring with technical assistance and consultation allows the Office to assure the continuing improvement of alcohol and drug abuse services.

Training and education functions within the Office contribute to the efficient, effective, and qualitative use of resources. By providing for training and educational opportunities for alcohol and drug abuse clinicians, the Office increases the skill and effectiveness of direct service workers. By cooperating with other government and private agencies in providing training and educational opportunities to human service providers other than those directly involved with alcohol and drug abuse, the Office multiplies the effectiveness of its financial resources and expands the human resources available to address alcohol and drug abuse into other areas.

Public information and prevention are areas the Office is expanding. Through cooperative agreements with other agencies having a health promotion interest, the Office established a statewide information clearinghouse responsive to the needs of local citizens and organizations. Other prevention-related activities focus on empowering local citizens to solve their own problems through the use of mini-grants and community organization techniques.

General intervention programs the Office supports are employee assistance programs and the Driver Education Evaluation Program. The Office staffs two state level associations concerned with employee assistance programs in an effort to coordinate and assure quality of programs designed by the multitude of agencies marketing such programs.

The Driver Education Evaluation Program (DEEP) is an important link in Maine's innovative approach to addressing drinking and driving. Included in the educational program given to individuals convicted of Operating Under the Influence, and conducted by the Office through DEEP, is an evaluation of each participant to determine if a drinking problem exists. Individuals found to have a drinking problem are referred to alcohol treatment programs.

LICENSES, PERMITS, ETC.

License
- Substance Abuse treatment facilities

Certificate of Approval
- Outpatient Substance Abuse treatment facilities

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	430,154	163,743	98,448		167,963	
Health Benefits	11,182	4,007	3,811		3,364	
Retirement	65,353	24,227	14,425		26,701	
Other Fringe Benefits	267	124	64		79	
Other Contractual Service	737,392	325,425	90,191		321,776	
Rents	30,485	11,162	6,445		12,878	
Commodities	13,793	448	9,199		4,146	
Grants—Subsidies—Pensions	2,276,777	984,458	947,300		345,019	
Transfers to Other Funds	1,392		375		1,017	
TOTAL EXPENDITURES	3,566,795	1,513,594	1,170,258		882,943	

GOVERNOR'S COMMITTEE ON CHILDREN AND YOUTH

For information contact: (Office of) Governor

Central Office: Statehouse, Augusta *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 161; *Citation:* 1975 P&SL Chap. 90

PROGRAM: This unit did not submit a report, or was inactive during FY 82.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

G. ROY SLOCUM, D.C., PRESIDENT
PAUL BASKO, D.C., Secretary

Central Office: 51 Main St., Springvale *Telephone:* 324-6010
Mail Address: 51 Main Street, Springvale, Maine 04083

Established: 1923 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 297; *Citation:* 32 M.R.S.A., Sect. 501

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registra-

tion of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: During FY 82, 21 persons took the Board of Chiropractic Examination; 12 passed and were licensed. No licenses were awarded by reciprocity. Five applications were rejected for insufficient educational credits. Four Board meetings were held to transact the business of the Board. Two meetings were held prior to examinations for consideration of applications to take the Board exam; two were held in conjunction with the educational seminars to review license renewals and consider peer review to ensure quality continuing education and adherence to Maine law; two educational seminars sponsored by the Board were held on Oct. 3-4 in Westbrook, Maine, and April 16-17 in Rockport, Maine.

The secretary and alternate attended seminars conducted by the Federation of Chiropractic Licensing Boards in Atlanta, Georgia in February, 1982 for purpose of improving our examining procedures.

LICENSES, PERMITS, ETC.:

License:

To practice chiropractic in Maine

PUBLICATIONS:

"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,550		1,550			
Other Contractual Service	6,744		6,744			
Rents	76		76			
Commodities	8		8			
Transfers to Other Funds	676		676			
TOTAL EXPENDITURES	9,054		9,054			

MAINE DENTAL HEALTH COUNCIL

DAVID C. BITTENBENDER, CHAIRPERSON
CHARLES E. TERRIO, D.M.D., Vice-chairperson

Central Office: 99 Western Ave., Augusta *Telephone:* 289-2361
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 282; *Citation:* 22 M.R.S.A., Sect. 2096
Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The Council must be consulted by the commisioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family of any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the office of Dental Health or his representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

PROGRAM: The Maine Dental Health Council met monthly during fiscal 1982. The Dental Health Program Plan, adopted by the State Health Coordinating Committee as part of the State Health Plan, serves to guide Council activity. Council members served to advise the Office of Dental Health in several major program areas: school dental health education, dental needs of long term care facility residents, community and school fluoridation, worksite dental health education, and dental manpower. Additionally, the Council served to review and determine funding for applicants to the Mini Grants Program administered by the Office. Mini Grants were awarded by the Council for the following projects: Dental Health Education Slide/Tape Program, Bangor; Bruce the Dental Health Moose, Machias; Bruce the Moose Hits the Back Woods of Maine, Harrison.

Currently, the Council is actively involved in promoting the expansion of prevention and education efforts, particularly fluoridation, school dental health education, and school nutrition. The Council annually recognizes outstanding efforts to promote dental health through the Maine Community Preventive Dentistry Award. The 1982 Award was presented to Kathleen M. Sparaga, RDH, of Machias, Director of the Child and Youth Dental Program of Washington County. A Special Merit Award was presented to the Pineland Center Dental Clinic.

PUBLICATIONS: Maine Dental Health Plan; Dental Needs Study Report

FINANCES, FISCAL YEAR 1982: 22 MRSA Sect 2098 provides that expenditures of this unit shall be borne by the Office of Dental Health, and are, therefore, included in the display of the Bureau of Health.

BOARD OF DENTAL EXAMINERS

WALTER HIGGINS, JR., D.M.D., PRESIDENT
MR. PHILIP K. HARGESHEIMER, VICE-PRESIDENT
WALTER W. CRITES, D.M.D., Secretary-Treasurer

Central Office: Stony Ridge, Auburn *Telephone:* 782-8859
Mail Address: 100 Stony Ridge, Auburn, Maine 04210
Established: 1891 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 313; *Citation:* 32 M.R.S.A., Sect. 1071
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for a certificate to practice dentistry, dental hygiene, or denture technology in Maine; upon payment of specified fees to register dentists biannually, and dental hygienists and denture technologists annually who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with or violations of the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, vice-president and a secretary-treasurer. To practice dentistry, it uses the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: The Board of Dental Examioners met at least monthly in Auburn with lengthy agendas. Agenda items included: interviews for licensure; preparation for Sunset Review; Consumer complaints, dentist complaints; complaints against laboratory technicians; advertising; discussions of complaints with recommendations to the Department of the Attorney General for prosecution in Administrative Court or investigation by that department; and informal hearings with dentists, consumers and their attorneys.

To this date (June 6, 1982) in this fiscal year, 45 dentists were newly licensed. A total of 833 currently registered. 44 Hygienists were newly licensed—a total of 607 currently registered. No denture technologists were licensed or registered.

Changes in the Dental Practice Act, as passed by the Legislature in 1982, dramatically improved the fiscal condition of the Board so that it is once again self supporting.

There is presently one action against a dentist pending trial in the Administrative Court. One dentist was found guilty in the Administrative Court and his license has been restricted. A complaint submitted to the Board that the Board believes should be investigated or prosecuted is submitted to the Department of the Attorney General for its action.

New Rules and regulations are currently under discussion dealing with: use of general anesthestics, fees, advertising, complaint procedures, and a definition of "supervision" of dental hygienists.

LICENSES, PERMITS, ETC.:

Certificate of Ability to practice:
- Dentists
- Dental Hygienists
- Denture Technologists

PUBLICATIONS:

Directory, 1980—Dentists & Dental Hygienists. Fee $5.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,450		3,450			
Other Contractual Service	19,899		19,899			
Rents	220		220			
Commodities	308		308			
Equipment	4,656		4,656			
Transfers to Other Funds	841		841			
TOTAL EXPENDITURES	29,374		29,374			

OFFICE OF DENTAL HEALTH

DEBORAH A. DEATRICK, DIRECTOR

Central Office: 99 Western Ave., Augusta *Telephone:* 289-2361 and 289-3121
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 203; *Citation:* 22 M.R.S.A., Sect. 2094

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall

planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan biennially, in cooperation with other state-wide health planning organizations, when deemed appropriate; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The directer serves in the unclassified service; serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

PROGRAM: During fiscal 1982, the Office of Dental Health primarily conducted and administered dental disease prevention programs. The Dental Health Program Plan accepted by the State Health Coordinating Council as part of the State Health Plan in 1982, served to guide activities undertaken by the office.

The School Dental Health Education Program, administered by the Office was substantially expanded during 1982. A State legislative appropriation provided funds for dental health education materials to over 45,000 Maine children in 200 schools across the State. Additional funds for this program are provided by the Division of Child Health, Maine Department of Human Services. The Mini Grants Program was established to provide seed money to small innovative prevention and education projects related to dental health. Mini Grants were awarded to applicants in Harrison, Machias, and Bangor.

The Office continued to administer a Statewide community and rural school Fluoridation Program funded by a grant from the Centers for Disease Control. The purpose of the grant is to increase the number of people in Maine who receive optimally fluoridated drinking water.

Additionally, the Office assisted with activities undertaken by the State Nutrition Education and Training Program in the Department of Educational and Cultural Services.

Currently, the Office is working to expand School Dental Health Education, Preschool Dental Health Education, and Fluoridation Programs. Adult dental education projects par-

ticularly geared to residents of long term care facilities, health care providers, and adults in occupational settings, will be expanded during the upcoming year. Other areas of involvement include health manpower and increased access to dental services, especially for elderly and institutionalized populations.

The Maine Dental Health Council has assisted Office efforts over the past year.

PUBLICATIONS:

Maine Dental Health Curriculum (Not available for sale)

A variety of publications are available at no charge from the Office; write the Office of Dental Health, Maine Department of Human Services, Mail Station 11, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF DISEASE CONTROL

KATHLEEN GENSHEIMER, M.D., ACTING DIRECTOR
GREG BOGDAN, Assistant Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3591
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144V; *Citation:* 22 M.R.S.A., Sect. 1019

PURPOSE: The Division of Disease Control exists to prevent illnesses which can be controlled through vaccination, quarantine, proper hygiene, early treatment or other means in order to protect the public health. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, more attention is being given to control or melioration of chronic diseases (such as diabetes) and prevention of illnesses which are attributable to environmental or occupational hazards.

ORGANIZATION: The Immunization Program, Sexually Transmitted Diseases Program, Refugee Program, Tuberculosis Program, Environmental/Occupational Health Unit and Epidemiology Services all lie within this Division.

PROGRAM:

Epidemiology Service. The service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form, and with the investigation of possible links between chronic diseases and environmental contaminants. The Service staff works with other programs within the Division of Disease Control, as well as with city Health Departments and local Health Officers.

FY 82 saw an increase in activities related to the prevention of outbreaks of infectious and chronic diseases and to the initiation of studies of potential health effects from environmental contamination. Epidemiologic investigations recently completed included analysis of a fluoride overfeed in a rural elementary school; and evaluation of complaints among Maine university graduate students that residence in a particular housing complex posed an increased risk of miscarriage. The Division of Disease Control is currently conducting descriptive epidemiological studies of the potential environmental health impact of Spruce Budworm spraying on the population of the State of Maine and is investigating the overall community health status among residents living near an industrial waste disposal facility in central Maine. Additionally, a large health data collection effort is being undertaken with the establishment of

a Statewide population-based cancer incidence registry. Collection of cancer patient data will begin during 1982. Information in this data base will be used for investigating the incidence of cancer and will help with understanding the distribution of cancer among the State's population.

Immunization Program. Seven acute communicable diseases of childhood were addressed by the Program in FY 1982: diphtheria, measles, mumps, poliomyelitis, pertussis or whooping cough, rubella, and tetanus or lockjaw.

In FY 82, the program staff was instrumental in promoting the delivery of immunization services by public and private community health agencies, private physicians, and in the school setting. They distributed vaccine free of charge; supplied pertinent information to participating agencies state-wide; offered consultative and logistical support in the area of immunizable disease control; and provided to the medical sector timely literature dealing with immunizable diseases.

Three major types of services were rendered by the program in FY 82: epidemiology services (case reporting, case investigation, health surveys); recruitment services (activities designed to increase the number of children immunized); and immunization services.

The population served by the program in FY 82 was approximately 165,000.

During FY 83, the program staff expects to accomplish the following: 1) assure that 100 percent of all Maine schools respond to the school enterers survey; and that 100 percent of day care facilities respond to a survey of day care enrollees; 2) maintain a multi-faceted disease surveillance system capable of identifying and reporting the occurrence of immunizable diseases within 3 days of the identification of a suspected case; respond within 24 hours, to suspected polio, diphtheria and measles cases, and initiate containment procedures; 3) an information/educational approach designed to educate the general public regarding the need for immunization and to inform the medical professionals regarding recommended immunization practices; 4) assure that community-based volunteers are available to increase community participation and interest in immunization; 5) conduct, by July 1, 1983, an immunization survey of two-year-old children to determine state-wide immunization levels and evaluate Program's impact on the pre-school population.

STD (Sexually Transmitted Disease) Control Program. Increasing numbers of sexually transmitted diseases (venereal diseases) are being diagnosed, treated, and reported in Maine. Gonorrhea is epidemic while others, such as infectious syphilis, late syphilis, nongonococcal urethritis, trichomonas, and genital herpes are cause of concern due to their ever-increasing numbers in Maine. The STD Control Program relies upon private physicians, hospitals, family planning clinics, community health agencies, and local health departments to deliver diagnostic, treatment, and screening services throughout the State.

The program staff works closely with private physicians and other health care providers who demonstrate interest and request assistance in establishing venereal disease screening and treatment clinics. The program staff offers complete epidemiologic and administrative assistance to these clinics, including clinic management, in-service medical education, patient counseling and interviewing, contact follow-up and examination, and overall venereal disease case management. There are currently seven STD clinics in Maine.

Identification of early disease and risk factors through venereal disease screening is one of the major services rendered by the program. Blood tests for syphilis are performed on men and women by private physicians, hospitals, and other providers throughout the state. In FY 81 approximately 42,400 women were screened for gonorrhea by private physicians, VD clinics, hospitals, family planning clinics, and other providers. 506 new cases were identified during the period. The target age group in the female gonorrhea screening program is 15-35.

During FY 81, the Program staff expected to accomplish the following objectives: (1) conduct epidemiologic follow-up and evaluation of all cases of early syphilis reported to the Bureau of Health to prevent and reduce the spread of infectious syphilis; (2) conduct surveillance over all public and private laboratories to assure that all people with reactive tests for syphilis are evaluated and followed until final dispositions are determined; (3) provide darkfield examination referral services to all physicians in order to authenticate and expedite the diagnosis of early syphilis cases; (4) conduct a gonorrhea screening program for women throughout the state to detect asymptomatic infection; (5) conduct epidemiological follow-up on 100 percent of patients with gonorrhea (male and female) reported from the STD clinics located in Portland, Bangor, and Auburn, and 75 percent of infected patients reported by the private medical community in the same areas; (6) conduct a comprehensive program of

reculturing infected patients (test of cure) at specific health care provider locations throughout the state in order to confirm treatment success; (7) conduct a state-wide monitoring system in all major hospitals to guarantee the initiation and compeletion of epidemiologic follow-up of all female patients diagnosed and reported with acute salpingitis (pelvic inflammatory disease); (8) assist all schools systems, mass media, and civic organizations requesting assistance in the preparation and presentation of information and education programs on the subject of venereal disease in order to raise levels of knowledge about the current epidemic; (9) conduct professional in-service training programs related to venereal disease diagnostic, treatment, and epidemiologic information in order to update and upgrade the current level of medical and epidemiological knowledge among medical professionals.

The five-year goal of the STD Control Program is to reduce the spread of venereal disease in Maine.

Tuberculosis Control Program. Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection.

Program services are provided by nurses in the Division of Public Health Nursing, school nurses, local health departments, and town nursing services. Medical management is provided by private physicians and by the ten physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services; clinic services; drugs for the prevention and treatment of tuberculosis; laboratory services; public health nursing services; and professional literature. The program maintains a case register listing of all tuberculosis patients, contacts, and persons on preventive therapy.

In FY 81, the program served 3,600 persons, including active tuberculosis cases, suspects, contacts of cases and suspects, tuberculin reactors and school personnel.

In FY 82, the program staff expected to accomplish the following objectives: (1) to raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) raise to 75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) have 90 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months. These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum.

In addition, the program's objectives in FY 82 included: (8) to have assured that Maine's Tuberculosis Control Program had the necessary clerical staff to maintain the necessary case records, drug distribution service, reports for program evaluation, billing service and other miscellaneous work to maintain a successful tuberculosis control Program; (9) working toward the reduction of the number of tuberculosis clinics as the incidence of the disease decreases; (10) informing and educating the Maine public and private health care sectors as to appropriate medical management through workshops, staff meetings and the Bureau of Health Epigram; (11) conduct close surveillance of Indo-Chinese refugees because of the high incidence of tuberculosis in this population group; (12) evaluating the school tuberculin reactor rates based on FY 82 school testing reports; (13) continuing to provide funding to the State Laboratory to provide testing for tuberculosis without charge to patients or providers.

Refugee Health Assessment Project. The Refugee Program concerns all aspects of the resettlement of Indochinese refugees in Maine. The Bureau of Health has been primarily concerned with the evaluation of the health status of refugees since the initial group of 280 came to Maine in 1975. Since 1979, when a major increase in the refugee population occurred, the Bureau of Health is notified of arriving refugees by Immigration Services. The Division of Public Health Nursing and other nursing agencies contact the refugees, provide a health assess-

ment including tuberculosis screening and assist them in obtaining medical care and refer them to other resources as necessary. There are approximately 1,000 refugees residing in Maine of which 600 are Vietnamese, 300 Cambodians and 100 Laotians.

In Federal Fiscal Year 1981, Maine received a grant for $9,172, and Fiscal Year 1982, $8,517. This money is used to reimburse nursing agencies in York and Cumberland Counties for health assessment visits.

In Federal Fiscal Year 1981, the program served 413 refugees.

In Federal Fiscal Year 1982, the program staff expected to accomplish the following objectives: (1) renew the contractual agreements with four private agencies and the Division of Public Health Nursing for home nursing visits in the areas where large concentrations of refugees were expected to settle. (2) to continue to provide health assessment and referral services for all refugees (3) to continue to identify and document the extent of unmet or poorly met health needs of refugees.

The two major goals of the program are:

1. To prevent and control health problems of public health significance among refugees.
2. To improve the general health status of the refugee population through health assessment and referral, emphasizing those health problems which may prevent economic self-sufficiency.

Budget-Federal FY 1981—Fed. $9,172—State $3,770 = Total $12,942

Budget-Federal FY 1982—Fed. $8,517—State $3,770 = Total $12,287

Diabetes Control Project. Diabetes mellitus is a complex disease characterized by abnormalities in the regulation of blood glucose and abnormalities in insulin production. Common complications of the disease are various disorders of the vascular and nervous systems (e.g. atherosclerosis, severely impaired vision, amputation of lower extremities). Diabetes is the eighth leading cause of death in Maine. Diabetes is a contributing factor or secondary cause in many other deaths.

In FY 82, the Diabetes Control Project signed a cooperative agreement with the U.S. Public Health Service Centers for Disease Control. The Bureau of Health and Medical Care Development implemented the Project. An advisory committee representing various consumers and providers from the Maine health care community assisted the Project staff in program planning and development.

During the first project year, extant morbidity and mortality data were analyzed to identify and document the extent of the diabetes problem in Maine. Then the staff developed guidelines for outpatient diabetes education and follow-up. Afterwards, technical assistance to improve existing inpatient education was provided to hospital personnel throughout Maine.

Continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition and management of diabetes were developed. A system was developed to retrieve data on all health status indicators in the hospital service areas in Maine. Hospital discharge data and death certificate data were linked.

A key element in the Diabetes Control Project was the obtaining of third party payment for outpatient education which provided hospitals the financing needed to conduct these educational programs. Studies did indicate that diabetics were often kept in the hospital for extra days to be taught the skills necessary to control their diabetes. These same studies further indicated these hospitalized patients did not learn the necessary survival skills to care for themselves in an inpatient setting.

Preliminary follow-up studies have indicated that the outpatient education programs have reduced hospital days and led to weight loss. Some patients who have gone through the program have gone off insulin and oral drugs. Evaluations are now being conducted to determine more closely the effectiveness of the Project.

The Diabetes Control Project's objectives for FY 82 were to develop the core capacity in the Bureau of Health for the coordianting, planning, evaluation, management, and surveillance of diabetes control activities, to continue to develop and refine model ambulatory diabetes educational and follo-up programs; to link inpatient education with out-patient education in an additional five hospitals having model ADEF programs; to continue to assist the Maine Diabetes Association affiliate in developing eight additional diabetic support groups associated with the model sites.

PUBLICATIONS:
Epigram — (free) monthly summary of communicable disease problems and epidemiological activities.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $729,126.00 in FY 82 and are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF MAINE'S ELDERLY

PATRICIA A. RILEY, DIRECTOR

Central Office: Augusta Plaza, Augusta *Telephone:* 289-2561
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 149; *Citation:* 22 M.R.S.A., Sect. 5105
Average Count—All Positions: 20 *Legislative Count:* 10

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity, to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau also encourages and assists development of more coordinated use of existing and new resources and services relating to older people and develops and maintains an up-to-date information system, develops objective devices and research methodologies, and prepares, publishes and disseminates educational materials related to older people. Furthermore the Bureau maintains an inventory of the types and quantity of facilities, programs and services operated under public or private auspices for older people and conducts a continuous evaluation of the impact, quality and value of such facilities, programs and services. The Bureau assists the Legislative and Executive Branches of State Government in coordination of all government efforts relating to older people and prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973 and the United States Older Americans Act of 1965, as related to older people. Furthermore the Bureau has responsibility to plan and advocate for necessary or desirable programs for older individuals or

groups of individuals; help communities mobilize their resources to benefit older people; seek and receive funds from the Federal Government and private sources to further its activities, and enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, priorities, procedures, rules and regulations, and implements as an integral part of programs, an educational program and fosters, develops, organizes, conducts (or provide for the conduct of) training programs for persons in the field of serving older people; and convenes and conducts conferences concerned with the development and cooperation of programs for older people, including co-sponsorship with the Maine Committee on Aging of the Blaine House Conference on Aging and the Maine Three Quarter Century Club annual meeting.

ORGANIZATION: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. The Bureau operates from a central office in Augusta and designated five area agencies on aging across the state.

PROGRAM: The Bureau's program is mainly focused on assisting persons age 60 and over to maintain independent and productive lives. Through 5 local private non-profit area agencies on aging, the Bureau finds, monitors and evaluates a range of social services. The Bureau administers in FY 80 a budget totalling nearly $6 million dollars of state and federal funds, most of which are granted to Area Agencies on Aging (AAA) on a percentage formula based on the number of people aged 60 and over in each area. The AAA, each run by an elected Board of Directors who are themselves older citizens, determines within the range of federal and state regulations, which services to provide in their local area.

During FY 82 the Bureau through the AAA supported a wide range of comprehensive social services, coordinated with other agencies including transportation, health and outreach, home health care, legal services, health screening, homemakers and home repair services. In addition approximately 1 million hot meals per year were served in 81 nutrition sites and through home delivered programs across the State. The Bureau employed 70 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in eleven sites around the state.

Also in FY 82 the Bureau developed with the area agencies a case management system and implemented the Home Based Care Act which helps elderly remain at home. Also, Maine was the first state to implement a National Long Term Care Channeling Demonstration contract which will bring $780,000 to the Department over the next two years to test long term care innovations. The Bureau awarded 2 demonstration projects in congregate housing for frail elderly. The Walton Home in Farmington opened in April and the North School renovation in Portland will open in January '83.

Through a sub-contract to the Maine Committee on Aging, the Nursing Home Ombudsman Program investigated approximately 200 complaints on behalf of nursing home residents and advocated for extensive policy reform in long term care.

The Bureau of Maine's Elderly and Maine Committee on Aging co-sponsored the Blaine House Conference on Aging which identified issues of concern to Maine's older people which were successfully addressed by the 110th Legislature.

PUBLICATIONS:

Resource Guide

Information for Maine's Older Citizens—free. Available at Bureau of Maine's Elderly.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINE'S ELDERLY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	449,995	196,749			253,246	
Health Benefits	12,289	5,015			7,274	
Retirement	62,922	26,492			36,430	
Other Fringe Benefits	224	75			149	
Computer Services—State	18,354		17,675		679	
Other Contractual Service	90,508	34,419	1,929		54,160	
Rents	31,486	4,064			27,422	
Commodities	934	212			722	
Grants—Subsidies—Pensions	5,121,075	812,963	11,023		4,297,089	
Equipment	439				439	
Transfers to Other Funds	5,058		146		4,912	
TOTAL EXPENDITURES	5,793,284	1,079,989	30,773		4,682,522	

OFFICE OF EMERGENCY MEDICAL SERVICES

ROBERT F. TREDWELL, DIRECTOR
LARRY G. HOPPERSTEAD, M.D., MEDICAL DIRECTOR
PATRICK COTE, TRAINING COORDINATOR
FARNHAM FOLSOM, LICENSING AGENT

Central Office: 295 Water St., Room 31, Augusta *Telephone:* 289-3953
Mail Address: 295 Water Street, Room 31, Augusta, Maine 04330

Established: 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144J; *Citation:* 32 M.R.S.A., Sect. 84

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: Almost all medical emergencies are produced by 8 diseases: heart conditions, trauma, poisoning, spinal and head injuries, high risk births, burns and behavioral emergencies, and a very few medical conditions. The Office of Emergency Medical Services has as its purpose to insure that medical emergencies are promptly recognized, effectively treated in the field, and safely transported to competent definitive care in the hospital.

ORGANIZATION: OEMS provides coordination and partial funding to 6 regional councils which, in turn, provide training and support services to the ambulance services, dispatch and coordination systems, and hospitals. OEMS is advised by a 17 person Board established by Chapter 2A of 32 MRSA to oversee the licensing of ambulance services, vehicles, and personnel.

PROGRAM: OEMS supports the emergency care system through its support of the regional councils. The office also serves several functions:

Educational—During 1982, the training coordinator played a major role in developing training programs in IV maintenance and epinephrine administration for EMTs; in designing and administering Maine's first paramedic examinations; in redesigning the national DOT programs for EMTs and paramedics.

In a contract from OEMS, the Kennebec Valley Regional Council designed and produced a new practical examination for EMTs.

Tri County and Southern Maine Regions instituted the state's first two paramedic programs during 1982. The first licensed paramedics, however, were two graduates of the Northeastern University program who serve with the Gardiner Fire Department.

Licensing—EMS licenses Maine's 177 ambulance and rescue services, its 295 ambulances, and 2,475 people. On June 1, 1982, there were 825 ambulance attendants, 1,638 EMTs. Of the EMTs, 481 held advanced licenses. During 1982 OEMS completed the process of converting its working records to computer.

With licensing goes the necessity to regulate. During 1982 OEMS investigated and reported on 14 complaints against emergency services.

Research & Evaluation—By means of a contract with the Maine Health Information Center, OEMS maintains records on over 80% of the patients transported and cared for by Maine ambulance and rescue services. The data base contains about 80,000 records from 1979 to 1981. In 1982, it was used for two major studies of the impact of advanced life support on patient outcome, and for a modelling project to judge the effect of relocating or upgrading services in the Northeast and Aroostook regions.

Physician Education and Program Development—The EMS medical director and regional medical directors have been active in supporting the revival of the Maine chapter of the American College of Surgeons' Trauma Committee. A course in advanced life support of trauma victims has been taught four times during the year.

In addition, an experiment with rapid defibrillation by EMTs has been instituted in Augusta and is pending in Brunswick.

In Aroostook County, a major federal grant assisted the installation of a microwave system to allow ambulance services all over the County to contact a physician at all times. The same grant contributed substantially to training in the Region.

LICENSES, PERMITS, ETC.:

Ambulance service and vehicle licenses.

Ambulance Apprentice, Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for Mast/EOA, Intravenous, Cardiac and Paramedic licensure.

PUBLICATIONS:

Annual Report, free
Directory of Ambulance Services, free
Laws and Regulations effecting EMS, free
Newsletter, free
Incidental Reports on Studies of Emergency Care, free

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

ADVISORY BOARD FOR LICENSURE OF AMBULANCE SERVICES

ROBERT F. TREDWELL, DIRECTOR
FARNHAM FOLSOM, Licensing Agent

Central Office: 295 Water St., Room 31, Augusta *Telephone:* 289-3953
Mail Address: 295 Water St., Room 31, Augusta, Maine 04330
Established: 1971 *Sunset Review Required by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 163; *Citation:* 32 M.R.S.A., Sect. 73
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of this Board is to review and formulate recommendations to the Commissioner as to regulations and policies governing the licensing of ambulance services, vehicles and personnel.

ORGANIZATION: This Board has seventeen members and the staff of the Office of Emergency Medical Services.

PROGRAM: The Advisory Board for Licensure of Ambulance Services, Vehicles, and Personnel completed a total rewriting of the regulations within its purview. Revising these regulations required twice-monthly meetings of the Board and a series of eleven public meetings.

The new regulations are clear and better organized than those they replace. They incorporate a number of practices which had been developed over time and embodied in guidelines and memoranda outside the regulations. They assign duties to the regional councils, establish service-licensing levels, state the scope of duties of advanced EMTs, and require services licensed at advanced levels to complete and return the state-standard run report on each run.

At the end of the year, the Board was reorganized and the scope of its duties broadened by passage of 32 MRSA, Chapter 2B, which repealed and replaced Chapter 2A under which the Board was previously organized.

During the year 1981-82, the Board was chaired by Mr. William Gates, the representative of EMS Region II (Tri-County).

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $1000 in FY 82 and are, by administrative decision, included with those of the Bureau of Health.

ENVIRONMENTAL HEALTH ADVISORY COMMITTEE

MICHAEL PETIT, COMMISSIONER

DR. WILLIAM NERSESGIAN, Deputy Chief Executive

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3201
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: July 1, 1981

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 339; *Citation:* 22 M.R.S.A., Sect. 1693

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: The establishment of an Environmental Health Unit within the Department of Human Services, Bureau of Health, Division of Disease Control, by the 1981 State Legislature created a resource group for conducting evaluations of the risk associated with potentially hazardous environmental exposures. Section 1963 of the Environmental Health Program Legislation provided that the Commissioner of the Department of Human Services appoint representatives of the public and private sector to serve as an advisory committee to the program. The committee's purpose is to make recommendations to the commissioner concerning the steps that should be taken for a healthful environment. It is composed of individuals with training and experience in environmental medicine; epidemiology; toxicology; human genetics; biomedical research, and related fields. Since its formation in November of 1982, the committee has considered questions involving a hazardous waste disposal facility located in Hope, Maine, the formation of a Statewide Cancer Incidence Registry, the BIW expansion, the location of hazardous waste disposal sites, potential risks associated with sodium in drinking water, the presence of radon in drinking water, potential health effects of spruce budworm spraying, and statewide planning for major disasters.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF EYE CARE

PAUL E. ROURKE, DIRECTOR

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-3484
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1941 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 150; *Citation:* 22 M.R.S.A., Sect. 3500
Average Count—All Positions: 30 *Legislative Count:* 33

PURPOSE: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of medical services for eye conditions; and the provision of vocational guidance and training of the blind, including instruction of the adult blind in their home. Other programs include the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; the provision of assistance to the blind in marketing the products of home industries; and the provision of other social services to the blind. Upon request and with the approval of parents or guardians, the Division may send blind children to any school considered by the Division to provide suitable education for such children.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. Later designated the Division of Eye Care and Special Services. The Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1971 and 1972 respectively, functions involving Library Services to the Blind and Physically Handicapped and Medical Eye Care and Refractive Services, were transferred to the Maine State Library and the Bureau of Medical Care. In 1973, legislation established the Division as a statutory unit of the Department of Health and Welfare, but for administrative purposes, it remains within the Bureau of Rehabilitation.

PROGRAM: The program has five major areas of focus.

Education. During Fiscal Year, 1982 the Division of Eye Care provided education services to over 350 blind and visually handicapped children in Maine. All but 25 of these children were served in the public schools.

The Division continued to strengthen its Pre-School Program, (ages 0-5) by re-classifying an existing position and hiring a professionally trained pre-school counselor to exclusively serve this particular group. Without the specialized pre-school services provided blind children prior to their becoming of school age, it would not be possible for them to function in a public school setting.

During this reporting period the Department of Human Services continued to work with the Department of Educational and Cultural Services in transferring the responsibility of the Education of Blind Child Program to the Department of Education's jurisdiction. The major portion of the transfer of this responsibility should be formally completed by July 1, 1983. The Pre-School Program will continue under the auspices of the Division of Eye Care.

Vocational Rehabilitation. The Division of Eye Care, under its Vocational Rehabilitation Program, provided services to over 650 blind and visually handicapped persons; and of this number, 91 were closed as rehabilitated into gainful employment.

Vending Stand Program for the Blind. The number of Vending Stands operated by blind persons in local, State and Federal buildings in Maine decreased from 12 to 11. Plans, however, are presently underway to open a new stand in July, 1982; thus, again, raising the total to 12. Maine's Vending Stand Program, relative to average earned income of its operators, remains in the top 25% of the country.

Register of Blindness. Maine law necessitates the Division of Eye Care to register blind persons for the purpose of evaluating their need for service. There are presently over 3,000 severely visually impaired persons on the Register. Approximately 250 new names are added yearly and are referred to professional staff for evaluation for needed services.

Prevention of Blindness. The Division of Eye Care continued its Prevention of Blindness Program largely with the aid and support of Maine Sight Conservation, Inc. (a statewide affiliate of Lions' Sight Conservation Program), and five statewide regional Task Forces involving volunteers, physicians, optometrists, educators, health professionals, the university system and industry. During this past year its emphasis was on the reduction of eye injuries in sports and in Maine industry. A Directory of Services for the Blind and Visually Impaired (a first) was also published by them. The goal of the Prevention of Blindness Program is to cut down on the incidence of blindness or visual impairment through public education and the coordination of existing resources.

Future plans call for a coordinating effort with the Maine Center for the Blind (Maine's only private agency for the blind) for the purpose of using present existing resources to maintain at least an acceptable minimal level of services to Maine's blind citizens in a period of austerity.

During the past year, the Maine Center for the Blind was awarded an Independent Living Grant to work with blind homebound people in Aroostook County. This is the first time such a service has been available to the adult and elderly blind of this geographic area of the state.

The Division will not only continue, but increase its efforts in working with the private sector, e.g., Maine Sight (Lions), citizen task forces, use of volunteers in order to strengthen the various existing service programs.

One of the major goals of the Division continues to be in working through an orderly and sequential transfer of the Education of Blind Child Program to the Department of Education and Cultural Services. This is a very sensitive area to the blind consumers of Maine and the Division of Eye Care will continue to play a major role in consultation and monitoring of the many specialized services needed by blind children if they are to function at an acceptable level socially as well as educationally in a public school setting.

LICENSES, PERMITS, ETC.:

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

PUBLICATIONS: (Free)

1. Maine and Federal Laws Pertaining to the Blind
2. Special Services for the Blind and Visually Handicapped (Division of Eye Care)
3. Independent Living for the Blind and Visually Impaired
4. Helpful Suggestions to Families and Friends of the Blind
5. Orientation and Mobility Services for the Blind
6. Directory of Services to the Blind and Visually Impaired

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF EYE CARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	548,991	245,195			303,796	
Health Benefits	17,802	7,510			10,292	
Retirement	81,048	36,195			44,853	
Other Fringe Benefits	403	208			195	
Computer Services—State	3,928	3,928				
Other Contractual Service	100,843	79,411	35		21,397	
Rents	46,400	46,400				
Commodities	1,059	810			249	
Grants—Subsidies—Pensions	709,215	463,903	7,002		238,310	
Equipment	1,440				1,440	
Transfers to Other Funds	3,367		1		3,366	
TOTAL EXPENDITURES	1,514,496	883,560	7,038		623,898	

STATE BOARD OF FUNERAL SERVICE

ROBERT E. BLAIS, CHAIRMAN
DONALD C. HOXIE, Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1903 *Sunset Termination Scheduled to Start by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 331; *Citation:* 32 M.R.S.A., Sect. 1451
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The board shall have the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law.

The board shall determine issuing of licenses, cause inspections to be made, and investigate complaints of licensees violating the law.

ORGANIZATION: The State Board of Funeral Services consists of 8 members, one of whom is the Director of Health, who is the secretary of the board, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years' experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members, other than the Director of Health, are appointed by the Governor, for terms of 4 years. In the case of vacancy by any reasons, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments. The present members of the Board of Examiners of Funeral Directors and Embalmers serve as members of the State Board of Funeral Services until their terms expire.

The board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

The members of the board each receive $20 a day and expenses while engaged in the business of the board. The secretary receives actual expenses while engaged in the business of the board. He/she serves as the treasurer thereof and receives all fees, charges and assessments payable to the board, and accounts for and pays over the same according to law.

PROGRAM: During FY 82 there were 160 Funeral Homes, 5 Embalmers, 11 Funeral Directors, 17 Resident Trainees, 368 Practitioners, 135 Funeral Attendants, and 6 Livery Services. Throughout the year the Board had 12 regular meetings and 3 special meetings. Areas of consideration were: funeral home inspections, complaints, inquiries from other states, and examinations.

LICENSES, PERMITS, ETC.:

Licenses:
- Practitioner
- Funeral Director
- Embalmer

Registration:
- Funeral Home
- Resident Trainee
- Funeral Attendant
- Livery Service

PUBLICATIONS:

State of Maine Directory of Licensed Practitioners of Funeral Service, Funeral Directors and Embalmers, Registered Funeral Homes (published annually) (free)

Revised Statutes Relating to the State Board of Funeral Service (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,838		11,838			
Health Benefits	391		391			
Retirement	1,219		1,219			
Computer Services—State	—152		—152			
Other Contractual Service	7,804		7,804			
Rents	727		727			
Commodities	15		15			
TOTAL EXPENDITURES	21,842		21,842			

BUREAU OF HEALTH

WILLIAM S. NERSESIAN, M.D., DIRECTOR
FRANCIS McGINTY, Deputy Commmissioner of Health

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3201
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1835 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144A; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 200 *Legislative Count:* 235

Organizational Units:

Central Administration
Division of Disease Control
Division of Child Health
Division of Health Engineering
Division of Public Health Laboratories
Division of Public Health Nursing
Board of Certification of Water Treatment Plant Operators
Division of Health Education

PURPOSE: The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups ("hosts" of disease); and (b) controlling environmental hazards to human health ("agents" of disease).

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health in 1885.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, genetic disease prevention, hypertension and diabetes control were organized within the Bureau of Health, or directly under the Deputy Commissioner of Health and Medical Services, as a result of federal initiatives and with concomitant federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of the newly established Bureau of Health Planning and Development in 1976.

PROGRAM: The following sections are descriptive of the programs and support activities carried out within the organizational entities of the Bureau of Health:

Central Adminstration. The Director of the Bureau functions as the State's Health Officer, its chief medical official. In addition to overseeing the Bureau's programs, he is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations. At the national level, he represents Maine through membership in the Association of State and Territorial Health Officials and the National Epidemiology Intelligence Service.

Health Education. The Division of Health Education addresses those health problems and conditions in which prevention through education is the approach of choice. Chronic diseases such as heart disease, cancer, stroke, and chronic lung disease are responsible for nearly three quarters of all deaths in this State. Accidents are the most frequent cause of death for people between the ages of one and forty. It is a well accepted fact that further advances in the medical care system will not in themselves be sufficient to reduce these figures. Personal health practices and decisions made around such issues as diet, exercise, smoking, alcohol consumption and driving habits have more influence on an individual's health status than any component of the medical care system.

The term health education is simply defined as any combination of learning experiences designed to facilitate voluntary adoption of behavior conducive to health. In addition to individual actions, the Division also is involved in addressing environmental and organizational issues which effect health status.

The Division works closely with a wide variety of groups and organizations in carrying out its mission. School systems, hospitals, the University of Maine, health centers, the media, other State agencies and programs, voluntary health agencies and insurance companies are all involved in various aspects of the Division's work. A brief report of the Division's major programs is presented below.

Wood Heating Safety Project: Through a joint effort with the University of Maine Cooperative Extension Service, the Division is addressing a growing health problem in Maine i.e. deaths and injuries due to unsafe wood heating. By working with County Extension Service Agents and local fire departments, educational programs are being offered on the safe installation, operation and maintenance of wood stoves. During the past year training sessions have been held with each of these groups to increase their ability to serve as local resources for the public. One component of this program is to develop a wood heating safety unit to be part of the State 4-H Program. The program has also developed a demonstration display as part of the Kennebec County Warm Home Energy Conservation Project. Thousands of people have toured this facility and the wood heating display is reported as one of the most popular and useful. This program will eventually become an integral part of the Cooperative Extension Service's activities. Other State agencies such as the Fire Marshall's Office and the Office of Energy Resources have also been involved in the Project.

The Maine Alcohol and Drug Abuse Clearinghouse is an informational support service which has been in operation since October, 1981. The charge of the Clearinghouse is to serve as a central, statewide source from which to disseminate information about alcohol and other drugs, substance abuse prevention, treatment, research and education. Statewide access to the Clearinghouse is insured through a toll-free telephone number (1-800-322-5004).

These first nine months have been predominantly spent defining service needs and developing the Clearinghouse Program based on those needs. This has been accomplished with

input from: an advisory committee including representatives from: the Department of Human Services' Office of Alcoholism & Drug Abuse Prevention (OADAP); the five Alcohol and Drug Abuse Regional Councils; the Division of Alcohol and Drug Education Services, Department of Educational & Cultural Services; the National Council on Alcoholism in Maine, Inc.; the Department of Mental Health and Mental Retardation; the Department of Corrections as well as from the public and from service providers around the State.

Other activities have included filling 176 requests for information (most of those were in the last two months), providing technical assistance to the second Maine State Alcohol and Drug Abuse Prevention Conference, participating in the distribution of and acting as local contact for a statewide media campaign from the National Institute for Alcohol Abuse and Alcoholism, printing "Where to Go for Help" Guides for three of the five Regional Alcohol and Drug Abuse Councils, and participating in the sharing of program news and information through the Division's newsletter, *The Maine Health Promoter*.

Hypertension Program. High blood pressure affects one out of every four adults 18 years or older in Maine. It is a major contributing factor to the nation's leading cause of death—heart and blood vessel disease. In addition, uncontrolled high blood pressure appears to aggravate and accelerate such health conditions as atherosclerosis and kidney failure.

The results of a statewide survey show that the rate of high blood pressure among Maine's noninstitutionalized adult residents is 24%. Of these residents who are hypertensive, 75% are aware they have high blood pressure, 64% are currently taking medications for high blood pressure, and 51% are treated and controlled. While these figures are fairly high compared to similar survey data in other states, it is still of concern that approximately half of Maine's hypertensives do not have their disease well controlled. The survey also indicates that the greatest number of uncontrolled hypertensives in the State are males between 41 and 60 years of age.

The Department of Human Services' Hypertension Program is a community based program of hypertension detection, education and follow-up. The Program is implemented through community health agencies and hospitals in the state. During the past year, the number of agencies delivering hypertension services has increased from 13 to 15 thereby providing services to the entire State. These agencies have screened over 17,000 individuals during this one year period.

To assure uniform standards of practice among these agencies the Program has adopted the Maine High Blood Pressure Council's guidelines for measurement, detection, and referral of high blood pressure. The Program will continue to develop its relationship with the Maine High Blood Pressure Council as a major advisory body to the Department in the expenditure of hypertension funds.

During the next year, the responsibility for the Program is being transferred to the Division of Health Education. Priority activities include a major revision of the management information system, as well as increased emphasis on providing staff development and training to the community health agencies delivering hypertension services. In addition, the development of blood pressure detection programs at the worksite will be coordinated with efforts of the Risk Reduction Program to encourage further health promotion activities in the work place.

Risk Reduction Program. The purpose of this program is to reduce preventable disease or injuries through helping people adopt and maintain more healthy lifestyles. Major emphasis is placed on the deveopment of Risk Reduction Programs at the worksite in the areas of Smoking Cessation, Weight Control, High Blood Pressure Control, Stress Management, Physical Fitness, Employee Assistance and Nutrition Education. The program accomplishes this through the development of a model Employee Health Promotion Program for Department of Human Services' employees and the provision of technical assistance, consultation and educational resources to other sites, especially community hospitals and school systems.

During the past year, development has continued for the Department of Human Services Employee Health Promotion Program which will serve as a model for others. Employees have enrolled in a variety of lifestyle change programs, including Smoking Cessation, Physical Fitness, Weight Control and Nutrition Education. These programs are available in an individual, self-help or group format. Video taped presentations have also been used in the implementation of Smoking Cessation and Stress Management programs as a method of providing another altenative to group approaches. Along with the lifestyle change programs employees can increase their awareness of health related topics by attending a variety of Lunch and Learn Educational Programs. During the past year the Department of Human Services'

program was conducted on an informal basis. In the next fiscal year the program will be more highly structured and formal. A management plan has been developed to provide guidance to the operation of the DHS program.

The major work of the Risk Reduction Program involves providing consultation to other employee groups throughout the State. At the present time staff is working formally with five hospitals, three school districts, a community health agency, a private corporation and a community action agency. In addition to basic program development assistance, staff provides on site training, consultation in evaluation and help in the use of educational resources.

Cooperative efforts have continued with the Risk Reduction Program and Blue Cross and Blue Shield of Maine and have led to the establishment of an Employee Health Promotion Forum. This group of individuals are each responsible for conducting employee health programs at their worksite and the Forum serves as a method of continuing education and resource sharing. Staff of the Risk Reduction Program meet regularly with Blue Cross/Blue Shield and continue to consult jointly with a number of worksites. Other efforts have led to the printing and state-wide distribution of the brochure "Maine Way to Good Health" a regional guide to risk reduction services.

The Risk Reduction Program's Resource Center, describing programs, offering educational aids and reference materials, has been incorporated into the Department of Human Services' Library. A resource directory has been developed and distributed to assist individuals planning, implementing and evaluating health promotion activities.

During the past year a Weight Control Workshop "How to Win at Losing" has been offered to health professionals and other interested individuals. An inservice training program "Assessing Risk—Using HRA" has been delivered to Public Health Nursing. The Risk Reduction Program along with Health Systems Agency has co-sponsored an Employee Health Promotion Conference for individual planning and implementing a Health Promotion Program at their worksite.

In the next year major activities will include an expansion into more worksites, especially hospitals, the operation of a formal program with the Department of Human Services and a closer partnership with the Division's Hypertension Control Program.

Agent Orange Program. Agent Orange, a chemical herbicide that was sprayed in Viet Nam from 1962-1971, was designed primarily to deprive enemy forces of ground cover and to restrict food supplies. During the manufacturing process, it is unavoidably contaminated by a compound known as dioxin (one of the most toxic substances known). The exact effects of Dioxin on humans is not known at this time, except for a specific skin condition known as chloracne.

Many Viet Nam veterans are exhibiting health problems, ranging from skin conditions to various cancers, that they believe may be a direct result of their exposure to Agent Orange while in Viet Nam.

In recognition of the potential seriousness of these health problems, and the lack of active involvement upon the part of the Veterans Administration to inform Viet Nam veterans about Agent Orange, the issue was brought to the attention of Governor Brennan in march of 1981, by the AMVETS Organization. At the request of the Governor, the Department of Human Services' Bureau of Health became involved and established the Maine Agent Orange Information Committee the following July.

This ten member committee is composed of representatives from veterans service organizations, the Veterans Administration, a State Senator, and representatives from the Maine Poison Control Center, and the Bureau of Health. In addition, five of the members are Viet Nam combat veterans. Individuals from the Bureau of Health, Division of Health Education are staff to the committee.

The primary objectives of the committee are to increase public awareness of the Agent Orange issue through an extensive media effort, provide factual data, alert the medical community, and most importantly encourage the Viet Nam veteran to seek a free Agent Orange Screening Examination at the Veterans Administration, Togus.

To date, the committee's efforts have been focused at increasing awareness and encouraging the Viet Nam veteran to obtain the free Agent Orange Examination. These efforts have resulted in an increase of exams from approximately 220 during the period between 1978 and July of 1981 (prior to the Committee's formation), to nearly 1,200 from July, 1981 to June, 1982.

A major obstacle the committee has encountered is the fact that the Veterans Administra-

tion Hospital is the only location in the State where a veteran can obtain the Agent Orange Examination. This presents a problem for many veterans due to travel distance, the cost or lack of transportation, and in some cases the cost of lodging. To address this, the Committee is investigating two possibilities: a mobile van, outfitted with the necessary equipment and personnel to conduct the exam, to travel throughout the State; and/or conducting the exams at rural health centers or other health care facilities in rural areas. Both of these possibilities must be approved by the VA. The mobile van concept is currently being discussed with VA officials.

A Bill was introduced into the Maine Legislature requesting an appropriation of $8,000 for the Committee to continue its efforts to reach Viet Nam veterans. This funding was granted which enables the Committee to print additional informational materials, develop public service announcements, and disseminate information on Agent Orange to all appropriate health and mental health professionals in Maine. In addition, the Committe plans to continue its efforts through media promotion activities, presentations at rural veteran's service organization posts, and assistance from business organizations throughout the State.

DES Program. In 1979, a Bill was passed by the Maine Legislature and signed into law by Governor Brennan directing the Department of Human Services to address the issue of DES (Diethylstilbestrol), a synthetic estrogen hormone that was prescribed for pregnant women to prevent miscarriage from the 1940s through 1971. Medical problems are now being identified in the daughters and sons of women who took this medication.

Over the past year, the Division has continued to inform the public of the DES problem and encourage those exposed to the drug to seek appropriate medical care. In addition, professional education has continued to assure that health care providers are informed of the medical implications and corrective action that should be taken.

A statewide DES Awareness Week was sponsored by the Program for the 2nd consecutive year. Through the assistance of a number of Maine businesses and health organizations, information was disseminated throughout the State. All activities of the Awareness Week were focused around the theme "DES Exposure? Ask Your Mother", and the promotion of the Maine Cancer Information Services' (CIS) toll-free number for accurate, confidential information on the subject. As a result, there was a substantial increase in the number of DES related calls to the CIS.

A comparison of DES surveys conducted in 1980 and 1981 indicated program success in three areas: increased awareness that daughters exposed to DES could develop medical problems; increased awareness that sons exposed to DES could develop medical problems; and increased awareness of a toll-free number for DES information through the Cancer Information Service.

The knowledge that DES daughters could develop medical problems as a result of prenatal DES exposure increased from 82.5% to 94.7%. This increase attains one of the DES Program Plan's success indicators i.e. that the percentage of respondents who were aware daughters of women who took DES during pregnancy could develop medical problems would increase from 82% (1980 Survey) to 95% (1981 Survey).

Although the Program has not placed a great deal of emphasis on DES sons, the knowledge that DES sons could develop medical problems as a result of their prenatal exposure increased from 22.2% to 39.4%. This increase is approximately 10% below the Programs Plan's success indicator i.e. the percentage of respondents who were aware that sons of women who took DES during pregnancy could develop medical problems would increase from 22% (1980 Survey) to 50% (1981 Survey).

The final indicator of change in knowledge level was the increased awareness of the Toll-free number for DES information. The heavy promotion given to calling this number resulted in an increase of 23.6% of survey respondents indicating they were aware of this service. Due to the success of the two Awareness Week Campaigns, this component of the DES Program will be reduced over the summer of 1982. However, the toll-free number for DES information will continue to be available, as well as an annual update for health care professionals and DES-exposed individuals on the Program's confidential mailing list. Periodic public service announcements and other use of the media will be continued. The Maine Division of the American Cancer Society, the University of Maine Orono's Cutler Health Center, and Blue Cross/Blue Shield of Maine have all agreed to incorporate public education on the issue of DES into their program of work.

Spinal Screening Program. Spinal Screening is conducted for the purpose of detecting spinal curvatures early enough so that they can be treated without the need for surgery. Spinal

curvatures, specifically Scoliosis—a lateral, or S-shaped curvature of the spine, and Kyphosis—an accentuated backward rounding of the spine are both detectable with the same simple screening procedure. Screening for Scoliosis and Kyphosis is important since spinal curvatures frequently develop without pain, and may progress so rapidly during an adolescent's growth spurt that without early diagnosis, a costly surgical fusion of the spine may be the only treatment.

In recognition of the physical, psychological, social and economic implications surrounding the late detection of spinal curvatures necessitating surgical invention, the Maine Legislature and Governor Brennan directed the Department of Human Services to address the issue of spinal screening in Maine's public schools. Maine State law requires that all public schools must be conducting spinal screening by school year 1984-85. Divisions in the Bureau of Health collaborated on the groundwork for the implementation of the Spinal Screening Program. The Division of Health Education was delegated the responsibility for planning and coordinating training sessions for spinal screeners, and the development of informational materials. The Division of Child Health was responsible for all health professional education on spinal screening. The Division of Public Health Nursing provided consultative assistance to the other two divisions, due to their direct contact with school nurses. However, as of May 1, 1982, all responsibilities for the Spinal Screening Program were transferred to the Division of Child Health.

A survey of Maine's schools was conducted to collect a baseline of data on the current spinal screening status in the State. From this survey it was determined that 40% of the responding school systems (123 out of 140 school systems responded to the survey) are conducting spinal screening on some level, and 63% of the schools screening are screening only a grade or two of the target age group (10 to 13 years of age) and/or grades far beyond the target population. The information obtained from this survey is helping to assure proper planning for the Program, as well as evaluation of its effectiveness in the future.

To date, four spinal screening training sessions have been conducted throughout the State, with over 340 individuals now trained to conduct spinal screening. Several additional training sessions will be offered within the next year, and at least one session annually for each consecutive year. Interest has been expressed by individuals at the University of Maine at Orono to train all Physical Education majors in the spinal screening procedure; this is being pursued.

Health professional education sessions are currently being planned. This education will be carried out through presentations at medical staff meetings, county medical meetings, and other health professional association meetings.

Implementing spinal screening programs in Maine's public schools is well underway, with many schools planning their first screening for school year 1982-1983, two years before the required implementation date.

PUBLICATIONS:

DES Information Packet (for the public) (for health professionals)
Regional Guides to Risk Reduction Services
Maine Health Promoter Newsletter
Health Style Test (a self-scored Health Hazard Appraisal)
Nutritional Guidelines
Introduction to Physical Fitness
Guide to the Risk Reduction Resource Center Collection
Hypertension Facts
Quit Smoking Kit
Food and Fitness

LICENSES, PERMITS, ETC.:

Health Certificates (for foreign travel) and validation

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,129,626	1,681,632	479,138		968,856	
Health Benefits	91,353	44,536	16,320		30,497	
Retirement	451,761	236,342	72,576		142,843	
Other Fringe Benefits	2,148	1,356	271		521	
Computer Services—Comm	39	15			24	
Computer Services—State	77,573	25,358			52,215	
Rents	118,774	62,432	5,332		51,010	
Commodities	191,815	70,804	79,283		41,728	
Grants—Subsidies—Pensions	6,808,220	211,261	—12,268		6,609,227	
Buildings and Improvement	2,158				2,158	
Equipment	120,322	1,636	2,396		116,290	
Transfers to Other Funds	49,199		14,800		34,399	
Other Contractual Service	934,576	281,083	120,459		533,034	
TOTAL EXPENDITURES	11,977,564	2,616,455	778,307		8,582,802	

DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR
GERALD BATES, Assistant Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #10, Augusta, Maine 04333

Established: 1936 *Sunset Review Required by:* 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144E; *Citation:* 22 M.R.S.A., Sect. 2491

Average Count—All Positions: 37 *Legislative Count:* 9

PURPOSE: The Division of Health Engineering serves the entire state resident and visitor population through the four major programs which are reported in the Program. In addition, the Division staff provides administrative and clerical assistance for the Board of Certification of Water Treatment Plant Operators.

ORGANIZATION: The Division of Sanitary Engineering was formed previous to 1942 to administer the state plumbing code, investigate water related problems and complaints posed to the Bureau of Health. The name was changed to Division of Health Engineering in 1972.

PROGRAM: The Division of Health Engineering serves the entire state resident and visitor population through the following four major programs. In addition, the Division staff provides administrative and clerical assistance for the Board of Certification of Water Treatment Plant Operators.

Community Environmental Health Program. The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents. This Program addresses the following potential health hazards from these agents:

a. Biological Hazards—Food-borne diseases are caused by incubation in foods of certain strains of bacteria commonly found in the environment. Molds, yeasts, parasites, etc. are of biological origin and may cause illness and death. Pseudomonas, swimmers' itch, eye infection, etc. are identified as being transmitted in public swimming pools. Communicable diseases may be transmitted from open sores, the respiratory tract, and/or the digestive tract of persons handling food ingested by the general public. Biologically unsanitary conditions can occur in relation to tattooing, mass gatherings, camping, etc.

b. Chemical Hazards—Severe cases of food poisoning have occurred when pesticides or other chemicals have been spilled accidentally or have contaminated food or water. Lead-based paint in older residences have caused brain damage to young children. Carbon monoxide and oil fumes can contaminate breathing air supplies from poorly-maintained air compressors. Dyes used in tattooing may cause allergic effects or may be carcinogenic.
c. Physical Hazards—Microwave ovens may affect heart pacemakers or may cause cataracts in the eyes of persons exposed to hazardous microwave levels. Electrical injuries are common from poorly grounded appliances and over-loaded electrical circuits.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling legislation related to monitoring air quality from scuba compressors and the condition of residential buildings painted with lead-based paint has been enacted and added to the responsibility of this program. General sanitation complaints received by the Division are directed to this program for investigation. Other areas of program interest include consumer products safety, consumer protection, community noise control, hazardous materials, transportation of toxic substances, poison control, etc.

Drinking Water Program. Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards as follows:

a. Biological Hazards—A multitude of biological organisms are present in all untreated water supplies. Through chlorination and filtration, most of these organisms are eliminated. Due to the wide variety of organisms present, the mechanism for detecting bacteria in water is through an "indicator" organism known as coliform bacteria. Generally speaking, if coliforms are present, it can be assumed that other, possibly harmful, organisms are present. The current standard for bacteria sets the monthly average for coliform bacteria at 1 colony per 100 milliliter sample.
b. Chemical Hazards—The Safe Drinking Water Act requires the periodic testing of drinking water for ten inorganic chemicals (arsenic, barium, cadmium, chromium, fluoride, lead, mercury, nitrates, selenium, and silver) and six organic chemicals (endrin, lindane, methoxychlor, toxaphene, 2, 4, —D and 2, 4, 5, —TP silvex). Studies carried out by the U.S. Environmental Protection Agency have identified as many as 20 potentially hazardous organic compounds in water supplies which are considered properly protected. Additional testing required by public water supplies effective FY 82 are sampling for trihalomethane chemicals. Trihalomethanes are compounds formed when chlorine is added to water and is due to the presence of naturally occurring substances in the raw water source such as humic acid and folic acid. Excessive amounts of trihalomethanes are known to be carcinogenic and consequently the state has set a maximum contaminant level of 100 ppb (parts per billion) for public supplies. Groundwater supplies are not expected to have any appreciable levels.
c. Physical Hazards—Several physical aspects of drinking water such as temperature, color, taste, etc., may be objectionable to the public. However, the only physical aspect that presents a hazard to health is turbidity. Turbidity is a measure of the water's cloudiness, normally brought about by suspended silt and clay particles. Turbidity has been shown to interfere with the disinfection process, and has therefore been set at a maximum of 1 turbidity unit. An additional physical hazard encountered in drinking is radon gas and other radionuclides.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water Act of 1974. Rules were adopted for the first time in 1977, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

In the public sector, the Drinking Water Program staff monitors the water quality of approximately 400 community supplies which serve residential users, and approximately 3,500

non-community supplies which serve transient populations throughout the year. The program staff also monitors permitted cross-connections between industrial accounts and public water supplies, bottled water installations, fluoridation of school and public water supplies, and enforces the certification requirements as promulgated by the Board of Certification of Water Treatment Plant Operators. Education of these operators is a major function of this program.

In FY 82, the program staff accomplished the following major operating objectives: (1) revised and promulgated the existing drinking water regulations; (2) updated the inventory of non-community supplies and community water supplies; (3) monitored all public water supplies as required for bacteriological and/or chemical contaminants; (4) implemented a cross-connection control program for all community water supplies serving greater than 1,000 persons; (5) implemented a corrosion control monitoring program for all community supplies; (6) implemented a total trihalomethane (TTHM) reduction program; (7) inspected for certification the private laboratories in the state; (8) implemented a laboratory quality control program for testing among the laboratories; (9) purchased various pieces of equipment to increase the public health laboratory's capability to monitor and analyze organic and radiological contaminants; (10) developed a radon removal unit utilizing aeration for ultimate use for the non-community supplies; (11) concluded a grant to the University of Maine at Orono on the removal of radon gas by granular activated carbon; (12) conducted training seminars on the subjects of centrifugal pumps, groundwater supplies, and hydraulics in addition to implementing the correspondence course for water treatment plant operators; (13) participated in a study with the U.S. Geological Survey and the Maine Bureau of Geology of the Little Androscoggin Valley Aquifer; (14) increased the data processing capabilities of the water program by implementing the Model State Information System (MSIS) to keep track of and record all monitoring activities.

Occupational and Radiological Health Program. The ubiquitous use of chemical, physical, and biological agents in the work environment impinges on the entire community. Employees and the general population are exposed to varying quantities of hazardous agents that may have a detrimental effect on the health of Maine citizens. The following hazards are reviewed to illustrate the nature of the health problems addressed by the program.

a. Biological Hazards—Workers are exposed to biological hazards in occupations such as farming (fungi, poison ivy), meat cutting (anthrax), tanning (raw hides), sewage treatment (fecal organisms), hospitals (communicable diseases), etc.
b. Chemical Hazards—The National Institute for Occupational Safety and Health has published a list of over 16,000 toxic chemicals. About ten percent of these chemicals are suspected of causing cancer or having mutagenic potential in laboratory animals and possibly man. Chemical hazards exist in virtually every industry.
c. Physical Hazards—Many physical hazards exist in industry. Noise hazards affect more workers in Maine than any other single occupational agent. Devices using radioactive chemicals, X-ray devices, lasers and microwaves are commonly found in industry. Workers are subjected to cold work areas with the potential for hypothermia. Physical abrasions can be the cause of several types of dermatitis. Hazards to the general population result from exposure to X-rays, gamma radiation, ultra sound, microwaves, etc.

The Occupational and Radiological Health Program has provided occupational health services for many years and adopted rules in 1955 related to healthful places of employment and labor camps. These rules were pre-empted by the Federal OSHA Act in 1974. Radiological health rules were first adopted in the late 1950's and apply to X-ray equipment, medical radioisotopes, and industrial use of ionizing radiation. The environmental monitoring program has provided surveillance of Maine Yankee Atomic Power Reactor since 1970 and was expanded to meet current requirements in 1981.

The program staff provides information, education, and promotes general public awareness of the potential hazards of chemical, physical, and biological agents in the workplace and/or in the community.

Occupational health consultative services are provided in conjunction with activities of the Maine Bureau of Labor and agreements with the U.S. Department of Labor to protect the health of workers in Maine industry and areas of public employment.

Radiological health activities include seeing that medical X-ray devices are checked to determine compliance with the rules. As a member of the New England Compact, the Occupational and Radiologic Health Program maintained environmental monitoring and emergency

response to nuclear incidents. Emergency planning support for radiological accidents is the responsibility of the State Department of Human Services.

Operating objectives to be completed during FY 1982 were: (1) 60 compliance tests of new X-ray devices; (2) inspect 10 public X-ray devices; (3) register 50 new radiation sources; (4) complete support for operations manual for emergency response at Maine Yankee; (5) 52 regular environmental sample collection and analyses at Maine Yankee with appropriate reports; (6) establish Pt. LePreau monitoring stations; (7) initiate program planning to improve the radiation protection program and justify through the Sunset review process; (8) conduct 150 industrial hygiene investigations under federal contract; (9) collect 300 series of industrial hygiene environmental samples; (10) conduct 50 industrial hygiene inspections in support of the public health and safety act; (11) host the 1982 National Conference of Radiation Control; (12) continue to progress on program funding, for control of radon in drinking water, programs to reduce X-ray dose, rule adoption, means to evaluate long range program goals, and certification program for X-ray calibration technicians.

Wastewater and Plumbing Control Program. Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards. The following is a description of some of these hazards:

a. Biological Hazards—Domestic wastewater has the potential of containing one or more of 100 known intestinal viruses, plus a number of other water-borne microorganisms capable of causing diseases and/or illness in man, such as typhoid, cholera, hepatitis, poliomyelitis, and bacillary dysentery.
b. Chemical Hazards—The chemistry of domestic wastewater is so complex and variable that it will be illustrated by the following list of substances one might expect to find in domestic wastewater: detergents, soaps, greases, foods, beverages, drain cleaner, oven cleaners, bleaches, ammonia, polishes, floor and furniture waxes, ink, insect sprays, wetting agents, sputum, vomit, mucus, toothpaste, urine, fecal material, paper, sanitary napkins and, in general, any liquid or semi-liquid substance found in the typical household.
c. Physical Hazards—Most physical hazards are associated with plumbing rather than with subsurface wastewater disposal. Of particular concern is ensuring that: (1) devices for heating and storing water are installed so as to guard against dangers of explosion or over-heating; (2) plumbing is installed so as to guard against backflow and syphonage of wastewater into the drinking water supply system; (3) plumbing is installed so as to guard against the leakage of toxic and explosive gases back into the occupied portions of the home, etc.; (4) plumbing is installed in a manner to permit easy cleaning and maintenance and to prevent damage to the buildings' structural components which may result in rendering buildings unsafe.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 82, the program staff expected to accomplish the following operating objectives: (1) Continue existing level of plumbing code interpretation and enforcement commensurate with allocated mileage restriction and meal allowance limitations; (2) correct as necessary or reprogram existing computer program to provide minimum information and reports requested; (3) reprogram existing EDP program to provide additional information considered necessary to adequately monitor current level of economical status, plumbing permit numbers to account for all serial numbered permits (to prevent fraud) and additional historical information on requested monthly reports; (4) conduct one public hearing to discuss proposed changes to the plumbing rules, determine revisions to be made, promulgate and distribute changes; (5) continue microfilming historical files of plumbing permits, engineering designs and other documents and microfilm all current records; (6) continue to provide public information about the program through forums, newsletter, news media, seminars and correspondence; (7) con-

tinue to assist municipalities (upon request) in the enforcement of the plumbing codes through assistance in preparation of court complaints, investigation of specific problems, serve as expert court witnesses, etc.; (8) administer written and field examination for Licensed Soil Evaluators; (9) revise examination (make two versions) for Certification as Local Plumbing Inspector to reflect current Subsurface Wastewater Disposal and Internal Plumbing Rules and administer examination upon request; (10) conduct a series of seminars directed primarily at plumbing inspectors but also for plumbers, site evaluators and the public during March and April of 1982, commensurate with travel limitations and adequate budget.

LICENSES, PERMITS, ETC.:

License:
- Eating Places
- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Places & Vending Machines
- Catering Establishments
- Eating Places & Catering
- Catering & Vending Machines
- Lodging Place (Rooms in private homes)
- Motels-Hotels
- Cottages
- Overnight Camps
- Motor Courts
- Mobile Home Parks
- Tenting Areas
- Trailer and Tenting
- Recreational Camps
- Day Camps
- School Lunch
- School Lunch and Catering
- Class "A" Taverns
- Tattooing Parlors
- Narcotic Manufacturers
- Compressed Air (for Self-contained breathing apparatus)
- Senior Citizen's Feeding

Permit:
- Mass Gatherings

Certificate:
- Local Plumbing Inspector
- Site Evaluator

Registration;
- Swimming Pool
- Bathing Beach
- Ioning Radiation

Approval:
- Fluoridated Water Supply
- Public Water Supply

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	158,910		158,910			
Health Benefits	5,187		5,187			
Retirement	22,909		22,909			
Other Fringe Benefits	109		109			
Computer Services—Comm.	563		563			
Computer Services—State	26,504		26,504			
Other Contractual Service	37,541		37,541			
Rents	17,274		17,274			
Commodities	3,292		3,292			
Grants—Subsidies—Pensions	10		10			
Equipment	15,019		15,019			
Transfers to Other Funds	5,313		5,313			
TOTAL EXPENDITURES	292,631		292,631			

OFFICE OF HEALTH AND MEDICAL SERVICES

FRANCIS G. McGINTY, DEPUTY COMMISSIONER

Central Office: Human Services Bldg, Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144H; *Citation:* 22 M.R.S.A., Sect. 251

PROGRAM: This unit did not submit an individual report.

BUREAU OF HEALTH PLANNING AND DEVELOPMENT

GORDON A. BROWNE, DIRECTOR
MICHAEL REID, Ph.D., Director, Planning and Administration, Deputy Chief Executive

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2716
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144N; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 16 *Legislative Count:* 23
Organizational Units:
Division of Planning and Administration
Division of Data and Research
Division of Project Review

PURPOSE: The purpose of this program is two-fold. First, the State Legislature and the U.S. Congress have identified increases in the costs of health care as a cause of concern to them.

This program is designed to restrain such increases through the careful review of proposals for new health care services and facilities to ensure that duplication and excess supply of certain services and facilities do not occur. The program has recently been directed to also promote competition in the health care sector where it can be shown to be a means of restraining the growth of health care costs. Second, the program aims to achieve the rational allocation of health care resources (facilities, services, personnel). This is to be accomplished through a complex planning process using the best available data. The process involves many public and private organizations and consumers and providers of health care in the development of the *State Health Plan for Maine.* The *Plan* is the basis for guiding the development of health care resources to ensure that needed services of high quality are available to all Maine residents at a reasonable cost.

The legal authority for the preliminary State health plan and the State health plan is Title XV of the Public Health Service Act. Title XV also requires the creation of a State Health Planning and Development Agency (SHPDA) (in Maine, the functions of the SHPDA have been assigned to the Bureau of Health Planning and Development) and a State-wide Health Coordinating Council (SHCC). The planning efforts of these bodies culminate in a comprehensive plan for each State—the State health plan.

The Maine Legislature passed the Maine Certificate of Need Act (22 M.R.S.A. §301 *et seq.*) in 1978. That Act provides for the Department of Human Services to review and approve or disapprove applications for major changes in the health care system (such as capital expenditures of $150,000 or more or the provision of new services). The Bureau of Health Planning and Development has been administratively assigned responsibility for implementing the provisions of the Act and for making recommendations to the Commissioner of the Department concerning applications for Certificates of Need. The Department has adopted procedures under the Administrative Procedures Act for use by the Bureau in implementing the Act.

During fiscal year 1981-82, the Bureau was administratively assigned responsibility for operation of the Office of Vital Statistics and for implementation of the provisions of 22 M.R.S.A., §§1596, 2706.

ORGANIZATION: The Maine Department of Human Services was designated and funded as the State health planning and development agency in July, 1976 and has received continued state and federal designation and funding since then. The Bureau of Health Planning and Development was created to carry out the functions of the State Health Planning and Development Agency. Its first director was employed in November, 1976. The Bureau has three component divisions: Planning and Administration, Data and Research and Project Review. In February, 1982, operations and staff of the Division of Research and Vital Records, including the Office of Vital Statistics, were transferred into the Division of Data and Research.

The Maine State Health Coordinating Council (the Council) was established by Governor James Longley and held its first meeting in October, 1976. The Council has 29 members, with the following composition:

	Consumer	*Provider*	*Total*
Governor, direct appointments	6	5	11
Governor appointments from MHSA nominees	9	8	17
Veterans Administration representatives (ex officio)	0	1	1
Total	15	14	29

PROGRAM: The Bureau of Health Planning and Development is composed of three divisions; Planning and Administration, Data and Research and Project Review.

Division of Planning and Administration. During the Fiscal Year 1981-82, the Division provided administrative support to all sections of the Bureau. The Division also developed proposed revisions in the *State Health Plan* with the assistance of public agencies and private organizations representing consumers and providers of health care. The Division researched, edited, and produced the Plan.

The Division monitored the implementation of plan recommendations, and provided technical assistance to health care facilities. The Division of Planning and Administration also

provided staff support for the Maine State Health Coordinating Council. This included the orientation of new members and staffing the meetings of the Council and its three active standing committees (Plans, Review and Implementation). Extensive research and coordination was required to assist the Council in its deliberations and decisions.

Division of Data and Research. A major function of this Division last year was continuing to develop core data needs for health planning and program management. Specific projects included vital statistics, population estimates and projections, demographic information, health status indicators, health care expenditure figures, health manpower and resource inventories, health facility utilization and occupational health profiles. Staff also prepared recommendations on applications for manpower shortage areas. The Division continued to develop an overall data system for health planning and cooperated with the Maine Health Systems Agency, Inc. and many other health agencies in data collection. Staff also provided research and statistical and technical services within the Bureau and to other Bureaus in the Department. The Division published a number of statistical reports and directories. The publication section of this report contains a partial list of titles.

Division of Project Review. This Division's primary function is to review and provide recommendations to the Commissioner of the Department of Human Services for his approval or disapproval of proposed major changes in the health care system as specified in the Maine Certificate of Need Act of 1978 and Section 1122 of the Social Security Act. Staff also reviews and comments on federal health program applications. These functions are of a continuing nature. The staff publishes and revises procedural manuals to conduct such reviews. The decisions affect both health care facilities and institutional health services.

From January 1, 1981 to December 31, 1981, the Certificate of Need review program saved $12,801,119 in capital costs.

The table below lists the statistical results of Project Review activities for calendar year 1981.

Total Proposals/Capital Expenditures Closed During 1981	88	$82,178,239
Department of Human Services Actions on Proposals		
Not subject to 1122/CON Review	31	$ 2,381,448
Approved	52	66,970,572
Disapproved	2	2,466,429
	85	71,818,449
Projects withdrawn after consultation w/DHS	3	2,894,713
	88	74,713,162
Capital Expenditure Projects Approved But Modified During Review After Consultation With Project Review Staff		
Capital expenditures reduced/amount	13	7,491,977
Capital expenditures increased/amount	1	(52,000)
Capital expenditure reduced by applicant to reflect actual cost (timely notice not provided)	1	25,100
		$82,178,239
Capital Expenditures Avoided		
Disapprovals		$ 2,466,429
Withdrawn Applications		2,894,713
Reduced Project Costs		7,491,977
Adjustment for Increased Costs		(52,000)
		$12,801,119

The Certificate of Need review program, through disapprovals and agreed upon reductions of projects, reduced capital costs of reviewable project applications by 16%. The program reviewed 57 applications with proposed capital costs totalling $79,796,791.

The staff of the Bureau of Health Planning and Development also worked with the Health and Institutional Services Committee of the 110th Legislature during its second regular session to develop and adopt amendments to the Maine Certificate of Need Act which will modify the

scope and process of the Act. The majority of the modifications will become effective on January 1, 1983.

LICENSES, PERMITS, ETC.:

Under the "Maine Certificate of Need Act of 1978," 22 M.R.S.A. §301 *et seq.*, the Bureau of Health Planning and Development performs research and makes recommendations to the Commissioner of Human Services to either issue or deny a Certificate of Need for proposed major construction or modifications of health care facilities and changes in health care services.

PUBLICATIONS:

State Health Plan for Maine*
Procedures Manual, Section 1122 of the Social Security Act, October, 1977—free
Procedures Manual, Maine Certificate of Need Act of 1978—free
Health Care Expenditures, Maine 1978*
A Capsule of Health Information, 1979*
Maine Health Professionals, 1979-1980*
Maine Vital Statistics, 1980*
1980 Physicians in Maine*
Trends in Health Care Expenditures, Maine, 1974-1978*
Maine Health Facilities: Resources and Utilization, 1979*

*Limited number distributed free; additional printings available upon request at cost.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

BOARD OF HEARING AID DEALERS AND FITTERS

ROBERT N. SOULAS, CHAIRMAN
DONALD C. HOXIE, Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 164; *Citation:* 32 M.R.S.A., Sect. 1660A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board has the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law. Additionally, the Board may provide or make available opportunity for lectures, courses or workshops which will be useful and educational to licensees or trainees and may use its funds to sponsor such educational programs. Furthermore, the Board may recommend to the department the preparation and administration of suggested guidelines concerned with the fitting and selection of hearing aids in order that prospective licensees may possess the necessary backgrounds and qualifications to fit and sell hearing aids.

ORGANIZATION: Members of the Board must be residents of the State. The Board consists of 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one citizen consumer. Each hearing aid dealer and fitter on the Board must have had not less than 5 years of experience and must hold a valid license as a hearing aid dealer and fitter, as provided under this chapter.

All members of the Board are appointed by the Governor with the consent of the Executive Council. The term of office of each member is for 4 years. Before a member's term expires, the commissioner must appoint a successor to assume his duties at the expiration of his

predecessor's term. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer. No member of the Board shall be reappointed to the Board until at least one year after the expiration of his 2nd term of office.

PROGRAM: The Board meets twice a year and gives examinations, discusses problems and business accumulated. The Board adopts rules and regulations concerning the practice of fitting and dealing in hearing aids. These became effective October 25, 1977. During FY 82, licenses issued to individuals were 71, and corporations 12.

LICENSES, PERMITS, ETC.:

License:
- Corporation
- Hearing Aid Dealers and Fitters

Permit:
- Trainee

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	615		615			
Retirement	435		435			
Computer Services—State	10		10			
Other Contractual Service	1,327		1,327			
Commodities	125		125			
TOTAL EXPENDITURES	2,512		2,512			

MAINE HUMAN SERVICES COUNCIL

REP. EDWARD C. KELLEHER, CHAIRMAN
ROBERT A. FRATES, Executive Director

Central Office: 2 Central Plaza, Augusta; *Floor:* 2 *Telephone:* 289-2288
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 162; *Citation:* 22 M.R.S.A., Sect. 5313

Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The Maine Human Services Council purpose is to assist the Executive and Legislative Branches of State Government on activities relating to human services. The Council, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions relative to state and federal funds, plans, policies and programs pertaining to human services; particularly state administered funds under Title IV, VI, and XX or their successors, of the U.S. Social Security Act and the state's Priority Social Services Act. The Council provides public information, conducts hearings and forums on behalf of human services to the public-at-large, national government and the executive and legislative branches of State government. The Council also serves as the performance review committee required by state and federal laws for social services funded by the U.S. Social Security Act, the Maine Priority Social Services Act and other human service programs.

ORGANIZATION: The Maine Human Services Council was established in 1974 and consists of seventeen members representing the legislature, nongovernmental organizations or groups, public agencies concerned with human services, citizens at large, and who, excepting members representing the Legislature, are appointed by the Governor for terms of three years. The Governor designates the chairperson from among the appointed members. The Council meets monthly, and its subcommittees/task forces meet throughout the year.

During 1982, the Legislature completed the Sunset Review of the Maine Human Services Council. The Legislature authorized continuation of the Council with no statutory changes. The Council's budget and personnel authorizations were adjusted.

PROGRAM: During the year ending June 30, 1982, the Maine Human Services Council continued activities to improve programs in low income energy assistance, weatherization, health, income supplementation and social services. Work concentrated on programs of the Departments of Human Services, Mental Health and Mental Retardation, and the Division of Community Services. Priority activities of this independent board continue to be policy/budget/legislative analyses and technical assistance to the Legislature, the Governor, agencies of the Executive Branch and the public-at-large.

To carry out goals and objectives adopted at its annual meeting in 1981, the Council concentrated major efforts toward a Social Service Block Grants Task Force, Energy Education and Conservation, Budget/Policy Analysis and Management, Review of Contracts, Family and Children's Services, and Maine's Implementation of federal block grants.

Food Stamp Program. The Council worked with representatives of consumers, the Department of Human Services and community agencies to seek improvements in food stamp administration. The Council recommended increasing efforts to implement these initiatives:

One Family/One Worker: The work of income supplementation staff be consolidated so that one worker is responsible for a family's or individual's benefits under the Aid to Families with Dependent Children (AFDC), Food Stamp and other assistance programs. Currently, the Department estimates that 14,000 families receiving AFDC also receive food stamps. Thus, at least 25% of the 54,000 food stamp cases are served by 2 workers. Not only is this likely to reduce error rates—which are frequently "agency errors"—it will permit more effective use of staff. Currently, 94 front line AFDC workers have average caseloads of 215, while 104 front line food stamp workers have an average caseload of 545. Both types of workers are classified as human service technicians by the Personnel Department.

Single Date for Review of Eligibility: The process for redetermining eligibility for food stamps and aid to families with dependent children be performed on the same date via a consolidated process. Human concern for consumers and taxpayers should lead to elimination of 2 interviews, often on different dates, by 2 workers for one family.

Single Application Form: A single form be developed and used to apply for food stamps or aid to families with dependent children.

Computer Use: Action be taken to assure maximum use of computer capabilities to establish standard data collection, and consolidated client records for food stamps and related income and social service programs. This may result in the greatest cost savings/avoidance, since computer records now are separate and very difficult to cross reference.

Energy Assistance, Education and Conservation. Regardless of whether adequate supplies are available, increasing costs of home heating oil, kerosene, electricity and gasoline combined with the indirect cost of these on the price increases of food, medical care, clothes and other essentials, threaten and cause many families extreme financial hardship. Low-middle income working people, families on fixed income, disadvantaged and handicapped people on marginal budgets and older people living on retirement income incur financial burdens most difficult to bear. In response to these conditions, the Council worked on two high priority areas:

Neighbors Helping Neighbors With Energy. For the third year, the Council encouraged voluntary community efforts to develop self-help energy groups. Church based and neighborhood cooperatives were developed by working with other state agencies and local service groups. The self-help groups provided emergency heating supplies, winterized homes, and hosted workshops on saving energy.

Low-Income Home Energy Assistance. The Council's Energy Advisory (sub)Committee continues to participate in implementing and monitoring the 1982 Home Energy Assistance Program administered by the Division of Community Services. The Committee forwarded

policy recommendations to the Division regarding program outreach, minimum administrative costs, provision of maximum benefits to Maine's most needy citizens, and full utilization of the state's allocation for energy assistance.

Budget/Policy Analysis and Management. The Council focused on analysis of budgets, particularly relating to the Departments of Mental Health and Mental Retardation and Human Services, while monitoring the Home Energy Assistance account and selected accounts in the Departments of Educational and Cultural Services and Transportation. Priority areas were community mental retardation, medical care, community social services, winterization, Aid to Families with Dependent Children and block grants.

Families and Children's Services. The Council expressed its long standing concern for families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: increased financial support for needy Maine families, and increased use of existing resources to provide Aid to Families with Dependent Children. The Council focus on these areas of concern, asserts its position that the family and the home is the primary way of helping children, adults and the elderly to meet educational, developmental, income, health and social needs.

Review of Contracts. The Council, through its Performance Review Committee, monitored the development and execution of contracts for human services between state departments and community agencies. Working with the legislative committees and agencies of the Executive Branch, the Council worked to promote consolidation of contracts, improved contract administration, policy and greater accountability of services. Efforts toward these objectives will continue in the coming year.

Social Service Block Grants Task Force. This 15 member task force with a broad range of representation worked to insure increased community participation in the development of state policy decisions on social services. The task force worked closely with the Legislative and Executive departments to formulate recommendations on alternatives and proposed adjustments to the availability, organization, administration and funding of social services to meet the priority needs of Maine citizens in the most practical and fiscally sound manner consistent with the public taxes and private contributions that Maine people are able to pay. The task force and Council worked extensively on implementation of federal block grants effective October 1, 1981 through a special session of the Legislature.

PUBLICATIONS:

Child Abuse and Neglect Report (free)
Maine's Hidden Poor in Substandard Housing (free)
Summary and Record of Eight 1977 Community Forums on Human Services (free)
Statement of Concern on the Budget Process, 1978 (free)
Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979 (free)
Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979, 1980 (free)
Neighbors Helping Neighbors With Energy-Resource Packet (free)
Food Stamp Report (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN SERVICES COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	73,909	17,849			56,060	
Health Benefits	1,233				1,233	
Retirement	10,985	2,306			8,679	
Other Fringe Benefits	185				185	
Other Contractual Service	31,187	17,217			13,970	
Rents	7,200	2,400			4,800	
Commodities	258	258				
Transfers to Other Funds	3,056				3,056	
TOTAL EXPENDITURES	128,013	40,030			87,983	

BUREAU OF INCOME MAINTENANCE

PAUL A. LeVECQUE, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2415
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1954 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144B; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 446 *Legislative Count:* 509

Organizational Units:
Support Enforcement and Location Unit
Income Maintenance Unit
Quality Control Unit

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Income Maintenance are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces Child Support Enforcement and Location laws; and administers the Catastrophic Illness program authorized by the 106th Legislature. Furthermore the Bureau administers the Work Incentive Program and supports the development of management information systems and other management control systems; and finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Income Maintenance originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs. The Bureau of Social Welfare was renamed Bureau of Income Maintenance by 110th Maine State Legislature to be effective September 18, 1981.

Since March 29, 1982 all regional offices of Income Maintenance are directly responsible to the Office of the Director. Previously they were responsible to the Deputy Commissioner of Social and Rehabilitation Services.

PROGRAM: The most significant accomplishments of the Bureau during FY 82 were: continued decrease in error rate in the Aid to Families with Dependent Children Program; increase in child support collections from absent parents; implementation of formal administrative review in municipal administration of General Assistance.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity or absence from the home of a parent. This is a categorical assistance program based on seventy percent federal and thirty percent State funding. During FY 80, the Income Maintenance Unit processed applications and conducted periodic reviews through the regional offices of the Bureau of Social Welfare at the rate of 1,000 applications per month. The Unit's active caseload averaged 19,569 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices.

Support, Enforcement, and Location of Absent Parents Unit. This is a section of the Bureau with responsibility to accept referral from field staff in the AFDC program where parents, usually fathers, are not contributing to the care of their legal dependents. The main objective of the Unit is to ensure enforcement of court orders; a statutory change enacted by the 107th Legislature provides additional legal authority.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government, thirty-four percent by the State Government and sixteen percent by county government.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health, Education, and Welfare, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health, and Human Services, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer, monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility and Catastrophic Illness Program. The Bureau is responsible for program development and setting eligibility policies in these programs. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 400 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .0003% of the municipal tax evaluation. In reality, some municipalities with a high tax base receive little or no reimbursement and municipalities with a low tax rate receive reimbursement at a high rate. Total costs of this general assistance involve approximately forty percent State and sixty percent municipal funds except for administrative costs of municipalities which are not reimbursable.

In addition, there are 418 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

PUBLICATIONS:

Policy Manuals—$5.00 per copy

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INCOME MAINTENANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,788,473	1,291,408	193,126		3,303,939	
Health Benefits	171,996	39,335	6,100		126,561	
Retirement	708,059	192,828	28,832		486,399	
Other Fringe Benefits	5,441	929	108		4,404	
Computer Services—State	224,578	146,873	21,153		56,552	
Other Contractual Service	1,096,595	539,062	1,021,595		—464,062	
Rents	66,976	55,922	254		10,800	
Commodities	26,936	6,336	529		20,071	
Grants—Subsidies—Pensions	76,813,149	30,743,326	6,065,657		40,004,166	
Buildings and Improvement	28,603		11,378		17,225	
Equipment	38,940	1,186	4,108		33,646	
Transfers to Other Funds	87,321		17,968		69,353	
TOTAL EXPENDITURES	84,057,067	33,017,205	7,370,808		43,669,054	

INTERDEPARTMENTAL COORDINATING COMMITTEE (OADAP)

MICHAEL R. PETIT, CHAIRMAN

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2781
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 158; *Citation:* 22 M.R.S.A., Sect. 1366

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 82.

OFFICE OF LEGAL SERVICES

JAMES E. SMITH, SENIOR ASSISTANT ATTORNEY GENERAL

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2226
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144L; *Citation:* 22 M.R.S.A., Sect. 2

PROGRAM: This unit did not submit an individual report. See Attorney General's report.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF LEGAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	340,481	158,955			181,526	
Health Benefits	10,060	5,117			4,943	
Retirement	34,002	11,203			22,799	
Other Fringe Benefits	921	444			477	
Other Contractual Service	56,301	19,577			36,724	
Rents	1,678	10			1,668	
Commodities	3,338	328			3,010	
Equipment	3,218				3,218	
Transfers to Other Funds	4,652				4,652	
TOTAL EXPENDITURES	454,651	195,634			259,017	

OFFICE OF MANAGEMENT AND BUDGET

JOHN D. WAKEFIELD, DEPUTY COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144M; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 154 *Legislative Count:* 175

PURPOSE: The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

ORGANIZATION: The major divisions of the Office of Management and Budget are as follows: the Division of Fiscal Services, the Division of Audits, the Division of Personnel and Labor Relations, Affirmative Action, Staff Education and Training, and Data Processing.

PROGRAM:

The program of the Department of Human Services is accomplished through its various components:

Division of Data Processing. The Department of Human services is the largest user of the State's central computer. The Division faces an increasing demand for information, and for system changes to support new and changed programs for central and regional office needs. It is also a continual training environment because of competitive attrition. Consequently, the management need for efficient administration which is also sensitive to new technology assumes an ever increasing importance.

The need is attended by the internal organization into three functional sections—Data Entry, Data Control, and Systems & Programming. The Systems & Programming section has six units. Five of these develop, operate and maintain all Departmental computer programs. The sixth unit is responsible for data base management and controls.

The study of programs, policy, and procedure in the relationships within the Department, between the Department and external systems, and between the Division and Central Computer Services is an on-going process. It enables updating and/or development of data systems and standards, and communications systems. This supports progress toward efficient use of resources and also toward keeping up with the changing state of the computer art.

Affirmative Action Office. The Affirmative Action Officer is responsible for the Department's compliance with state and federal equal employment laws. She provides advice, technical assistance and comprehensive training to management. She also acts as an employee

advocate in providing informal career counseling and information on employment rights. She processes grievances of illegal employment discrimination and attempts informal settlement whenever possible. When grievances go beyond the Department level, she provides information to investigating agencies, and represents the Department of Human Services at administrative hearings.

In addition to periodic update meetings with supervisors, the Affirmative Action Officer is a trainer for programs in Assertiveness, Listening Skills, Oral Communications, 504 Compliance, and Parent Effectiveness. This is part of a planned outreach to non-supervisory staff. Upon being certified to teach Effectiveness Training for Women, the Affirmative Action Officer will work with the WEET program to offer the course to clients who plan to re-enter the workforce.

Other outreach efforts have included editing a manual for state contractors which explains their obligations under various state and federal employment laws; participating in oral board exams for State Troopers, and conducting workshops at FEP seminars sponsored by the Human Rights Commission.

Audit Division. The Department of Human Services Audit Division is made up of two units, the Social Services Audit Unit and the Health Care Audit Unit.

The Social Services Audit Unit completes audits of grants and contracts funded under Title XX, Title III, Title VII, OADAP, PSSP and WIC. These grants and contracts represent a purchase of social service agreement between non-profit provider agencies and the Department of Human Services. The audits verify payment to the agencies, determine that the purposes for which the funds were expended were proper, and that the terms of the contract were observed. The audit process serves to assure that the providers observe adequate fiscal standards in agency operations and that the services are available at a reasonable cost.

The Health Care Audit Unit audits hospitals, nursing homes, nursing homes for the mentally retarded, boarding homes, home health agencies, and E.P.S.D.T. units on an annual basis for the purpose of determining the "reasonable cost" of providing care and the determination of an annual settlement. This unit reviews budgets and establishes the operating interim per diem rate that will be assigned to the above mentioned facilities. This rate is subject to retroactive adjustments at year end. This unit is also available to handle other specialized audits of Health Care Programs, such as services provided by physical and occupational therapists, physicians, pharmacies, etc.

Staff Education and Training Unit. The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff coordinate that training by working with program administrators and field staff. Training is provided by Unit staff, other Department personnel, or outside consultants. Training programs are presented at various locations around the state, utilizing state facilities when possible. Programs are available to virtually every employee of the Department and cover such varied areas as basic skills and knowledge, career development, and individual development. Funds are available to support employee participation in undergraduate and graduate courses, workshops and seminars, and other educational programs. Attendance at such programs is recorded on a computerized Staff Training Record System, which make completion reports available to participating employees and Department Administrators.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Administration.

OFFICE OF MATERNAL AND CHILD HEALTH

JOHN C. SERRAGE, M.D., DIRECTOR

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3311
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1937 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144F; *Citation:* 22 M.R.S.A., Sect. 1950

PURPOSE: The goal of this office is to assure all mothers in Maine access to quality maternal and child health services. The program emphasis is on low income and rurally isolated mothers and children, and children who are crippled or suffering conditions leading to crippling.

ORGANIZATION: The Division of Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937. In 1972, Medical Eye Care was added to the division and then became known as Division of Specialized Medical Care.

PROGRAM:

Medical/Dental Services Program. The eight projects and activities constituting this program were first considered as a program entity following the performance in FY 79, of an analysis of the Division's structure which suggested that the several projects and activities which had always been considered as separate entities did in fact have in common enough elements to justify grouping them as a single and coherent program. The eight sub-programs, some of which are managed centrally from the Augusta Program office, and others locally, through a grant or contract mechanism, are listed below. The centrally operated sub-programs are: Crippled Children's Services, SSI Handicapped Children's Program, Medical Eye Care and Sudden Infant Death Syndrome Service. The grant-managed units are: Mental Retardation Project—Waterville and Lewiston Components, Handicapped Children's Program—Eastern Maine Medical Center, Children's Dental Project, and Rural Dental Project. In addition, the Division provided funding for the following special projects related to the Medical/Dental Services Program: Neonatal Intensive Care Center, Maine Medical Center and the Poison Control Center, Maine Medical Center.

The element common to these entities is the fact that they are all designed to serve the population which already has, or is suspected of having, a particular disease problem. This distinguishes them from the several other Division programs and projects, in which the principal emphasis is prevention or detection. For the most part, the program deals with chronic handicapping conditions, but it can also occasionally address certain acute diseases, since these can sometimes result in complications which are crippling.

The services rendered by the program in FY 81 were for the most part purchases from private sector providers, only counseling being provided by program staff. The several purchased services included, in varying combinations for each sub-program: diagnosis; treatment (including surgical, medical, special equipment, drugs, therapies, et. al.); laboratory; radiology; transportation; dental; health education; and counseling. In FY 81, the program served an estimated 7,000 persons if Medical Eye Care is included (or 2,500 if it is excluded).

In FY 81 the program staff expected to accomplish the following objectives: (1) assure that the persons referred to the program because of handicapping conditions receive health care appropriate to their needs; (2) to continue to implement changes recommended by the Federal review team, and Governor's Task Force on Maternal and Child Health as resources permit; (3) to have initiated the development of ongoing Program evaluation for use in planning and administration, to consist of the following major components: a. by means of a state-wide health status survey, collect and analyze prevalence data on crippling conditions of the whole Maine population and of the population under age twenty-one as a sub-group, in order to establish the population in need of Program services. Structure the survey to yield suitable data to define the eligible population (e.g., income, geographical distribution); b. devise a method for measuring the change in functional limitation of crippled individuals resulting from the provision of Program services by developing (or adapting) suitable rating procedures; c. determine the feasibility of converting all Program client records to a true problem-oriented record system, as a means of assuring that clients receive appropriate care.

Division of Child Health. The term "Maternal and Child Health (MCH) Services" refers to a group of preventive services which we consider necessary for the health of mothers and children. Because of the focus upon the health of children, these services have an indirect affect on all Maine citizens as they reach adulthood. Primary responsibility for the delivery of MCH services rests upon Maine's 386 family physicians, 75 obstetricians and 83 pediatricians working in their private offices, hospital based clinics, rural health centers and in the state's six family practice residency programs. Through its MCH Program, the Division of Child Health works with physicians to coordinate and improve these services, make them available to as many people as possible and to encourage the development in Maine of advances in these services as they appear elsewhere in the country. Within its limited financial resources, the Division of Child Health attempts to provide these services where they are not available through the private sector.

For many years the Division of Child Health received a large Title V grant and most of its efforts to affect health care were through the purchasing of services and awarding of funds to various agencies across the state. Because these Title V funds (now called the MCH Block grant) have been reduced, the awarding of these funds has become only one of the ways that the Division staff utilizes to achieve its goals. The Division staff also works through the encouragement of other agencies and individuals to pursue MCH health objectives and through direct activities of its own.

There is general agreement around the country concerning the essential maternal and child health services, although some may be emphasized more than others in a particular state or region. The Division of Child Health program is described in the following under the headings of each of these services.

Prenatal Care. Through a grant to the perinatologist at the Maine Medical Center, the Division of Child Health funds a program of continuing education for the professionals in the state who provide prenatal care. The Division funds the Prenatal Clinic at the Mid-Maine Medical Center for low-income women in Kennebec, Somerset and Waldo Counties. The Division also directs the state's WIC Program which provides food supplements for eligible pregnant women. The Division of Child Health will fund a limited public education campaign about the importance of early prenatal care; encourages and coordinates other agencies in similar public education efforts; and is a member of the national Healthy Mothers-Healthy Babies education program. The Division staff regularly monitors the utilization of prenatal care through vital statistics data, and maintains regular contact with the Executive Committee of the state chapter of the American College of Obstetrics and Gynecology to discuss common objectives.

Nutrition Counseling. The Division of Child Health employs a nutritionist who is available to all health professionals for nutrition consultation in the maternal and child health areas. The Inter-Agency Nutrition Network has been organized and publishes a monthly newsletter *"Nutrition Notes"*.

In-service education in nutrition is provided for health professionals in the state. Two brochures on child feeding and nutritional requirements in pregnant teenagers have been developed and are available to anyone who wishes them. A nutrition education package has been developed which will be offered to the state's 16,000 Girl Scouts and one for the Boy Scouts is being developed.

WIC Program. The Special Supplemental Food Program for Women, Infants and Children (WIC) was conceived to address identified nutritionally related gestational and early childhood disorders within a high risk (low income) population. The Program provides specific nutritious foods, nutrition education and counseling to pregnant, postpartum and breast feeding women, to infants and to children (up to age 5). The Division contracts with eleven local agencies for provision of these services across the state.

Prenatal and Childbirth Education. The Division of Child Health is encouraging the variety of individuals in the state who provide this service to organize and coordinate their efforts. This will permit them to become a more effective influence in the community. The Division is supportive of the efforts of the Eastern Maine Medical Center to establish a training course for these educators and to have that course granted a certificate by the University of Maine. We also encourage these educators to attend our educational activities.

Maternity Care. The Division of Child Health provides postpartum Rh antibody testing, and Rhogam where indicated, for low income Rh negative women. The Division also provides professional education to nurses and physicians in quality obstetric care through grants to

Maine Medical Center and through its own sponsored activities. The Division staff works with the Perinatal Task Force, the Maternal and Child Health Task Force, the Bureau of Health Planning and the Maine Health Systems agency to develop standards in order to assure the availability of quality obstetrical care throughout the state. The Division encourages Perinatal Review at the hospital level through a review of the linked birth-death certificates each year and the provision of appropriate information to each hospital staff. The Division staff reviews vital statistics data each year and notes any trends. The Division is also attempting to revise the birth certificate to improve the reporting of obstetrical data.

Newborn Special Care. The Division of Child Health is working with other interested parties to solve the problem of reimbursement of ambulance costs for transporting sick neonates. The Division of Child Health has included these costs on the Crippled Children's Program for eligible individuals and also granted a small amount to Maine Medical Center for ambulance costs. The Division of Child Health also funds a neonatal special care follow-up program through a grant to the Maine Medical Center. The staff works with the Perinatal Task Force, Maternal and Child Health Task Force, Bureau of Health Planning and Health Systems agency to develop standards to assure quality newborn care throughout the state.

Genetic Disease Screening. The Division of Child Health staff coordinates the services of the New England Newborn Screening Program in the state and sees to it that those infants with abnormal findings are followed up and, if affected, referred to the Crippled Children's program for evaluation. Females of child bearing age affected with PKU receive genetic counseling and are encouraged to become a part of the New England Maternal PKU study.

Parenting Education. The Division of Child Health is concerned about the damage suffered by children from the consequences of family dysfunction. The Division coordinates its efforts for these children with the Protective Services Unit of the Department of Human Services and is funding workshops for Department of Human Services employees in each of the Department of Human Services regions to make them aware of the problem and what can be done about it. The Division of Child Health is attempting to interest the child birth educators in continuing with their clients after the birth for the provision of parenting education. The Division of Child Health is also seeking screening tools in parenting skills which could be used by a variety of people such as newborn nursery nurses, WIC and EPSDT workers, etc., for the early diagnosis of high risk situations. The Division also funds Public Health Nursing services in parts of the state to work with families at high risk of abusing or neglecting their children.

Routine Well Child Care. The Division of Child Health through the Division of Public Health Nursing (DPHN) and through grants to other agencies funds a network of well child conferences for those children who do not have access to private physicians or other clinics. Well child care includes a physical examination, laboratory tests, nutrition counseling, developmental assessment and immunizations. The Division of Child Health also provides professional education for the providers of this care throughout the state. The Division of Child Health is cooperating with the EPSDT program and DPHN in the development of a Handbook of Standards for Preventive Child Health Care. The staff also maintains contacts with the executive committee of the Maine Chapter, American Academy of Pediatrics to discuss common objectives.

Immunizations. The Director of the Division of Child Health advises the Director of the Bureau of Health on immunization related matters. In addition the Division helps fund the immunization program in the Division of Disease Control. Immunizations are also provided in the well child conferences described above.

Developmental Testing. The Division of Child Health staff is attempting to standardize the screening of child development done by physicians and public health nurses through the Handbook of Standards for Preventive Child Health Care. The Division of Child Health staff also manages grants for the funding of three regional Child Development Clinics in Lewiston, Waterville and Bangor. These clinics provide a comprehensive, multidisciplinary evaluation for children 0-5 years of age who are developmentally delayed or suspected of being developmentally delayed. The Division, through membership on the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC), coordinates its activities in child development with those of the Department of Mental Health and Mental Retardation, Bureau of Mental Retardation, and the Department of Education and Cultural Services, Division of Special Education. The Division through its membership on ICCPHC and the state D. D. Council influences the Preschool Handicapped Children's Coordination System in the state.

Early Intervention. Children in the state who have slow development (and, therefore, a potentially handicapping condition), do not always have access to treatment facilities and intervention services after they have been diagnosed. The Division of Child Health is working with the Maine Early Intervention Consortium, the Developmental Disabilities Council and the members of the ICCPHC in an attempt to alleviate this problem.

Genetic Counseling and Education. The Division of Child Health through grants to the Foundation for Blood Research and the Eastern Maine Medical Center helps to underwrite genetic testing, counseling, and diagnostic services in the state. The Division of Child Health also helps to underwrite the cost of the Alpha feto protein screening test in Maine as a service to Maine's pregnant women. Education in genetics is provided to professionals and the public through these grants and through the Division's own education activities. The Division is working with the New England Regional Genetics Group to regionalize clinical and educational genetic services as well as to assure quality control of these services.

Dental Health Education. The Division of Child Health through a grant to the Office of Dental Health provides a dental health education program to interested schools and assists in making fluoride supplements available to all children who attend participating schools.

Health Education. The Division of Child Health funds the health educator in the Bureau of Health, and through a grant to the Maine Lung Association funds a school health education program aimed at teachers for the ultimate benefit of Maine's school age children. The Division of Child Health also provides professional and public education in health matters through its various grants and its own activities.

Adolescent Health Care. The Division of Child Health has worked closely with the Task Force on Maternal and Child Health and the Work Group on Adolescent Health. In response to their recommendations, an Adolescent Advocate has been appointed in the Division. The Advocate currently serves as the Department's representative on the Statewide Adolescent Pregnancy Coalition and the Cumberland County Task Force on Adolescent Services. Beginning in fiscal year 1983, the Division will manage funds granted to the Adolescent Pregnancy Coalition to provide a core of basic services to pregnant teens and teenage parents in Maine. The Division also helps fund the Teen Parent Services Program at the YWCA in Portland. The Division of Child Health plans to coordinate a media campaign addressing the health needs of adolescents.

School Health Services. The Division of Child Health funds a school health education consultant in the Department of Education. The Division of Child Health has worked with the Division of Health Education in the Bureau of Health on the Spinal Screening Program. The Division of Child Health through the DPHN provides professional advice and assistance to school nurses. The Division of Child Health through the Handbook of Standards for Preventive Child Health Care hopes to standardize the health services offered to Maine's school children.

Accident Prevention. The Division of Child Health through a grant to the Maine Medical Center helps to fund Maine's Poison Control Center. The Division supports the Car Safety Seat education program, has helped hospitals establish loan programs, and will continue to work with the Department of Public Safety to increase the availability of these programs. The Division, through the Division of Public Health Nursing, helps fund programs involving Sudden Infant Death, home monitoring and lead poisoning. Counseling on home, auto and recreational safety is carried out in Well Child Conferences described elsewhere.

Services for the Handicapped. The Crippled Children's Program was established for the purpose of assisting handicapped children to obtain specialized medical care they might not otherwise receive. The Division of Child Health funds support a case management system and purchase a broad array of diagnostic and treatment services for income eligible children suffering from heart disease, scoliosis, cleft lip and palate, cerebral palsy and other major physically handicapping conditions. A physician, health program manager, two social workers and a speech and hearing consultant staff the program. Specialty physician services are provided on a fee-for-service basis, but not routine, on-going care.

The Medical Eye Care Program was revised by the last legislature as a result of sunset review. The program continues to provide assistance for people with eye disease that, if untreated, could progress to blindness, and for people with very poor vision who would benefit from low vision aids.

The Division of Child Health has assumed responsibility for carrying out the activities

mandated in the Spinal Screening legislation, specifically assisting the various school systems in Maine in the implementation of the law.

The Division of Child Health has also established a relationship with the state's Hemophilia Program as federal funding is threatened.

Family Planning Services. Through the grant process, the Division of Child Health helps fund family planning services (including pregnancy testing) for those people who do not have access to other health professionals providing those services. Special attention is paid to the needs of adolescents. The Division encourages the Family Planning Association of Maine to provide public and professional education, and it includes the employees of family planning clinics in its own educational activities. The Division Director also serves on the Medical Advisory Committee of the Family Planning Association.

Public Health Nursing. The Division of Child Health through support of DPHN and through grants to other public health nursing agencies funds the services of public health nurses in many parts of the state. Public health nursing provides home visiting services to pregnant women, infants and children who are at high risk for developing health problems including family dysfunction. The Division of Child Health also provides professional education for the state's public health nurses.

LICENSES, PERMITS, ETC.:

Screeners Certificate—Scoliosis

PUBLICATIONS:

Maine's Child Safety Seat Program (brochure)
Frequently Asked Questions About Congenital Hypothyroidism
What Should You Know About Newborn Screening
Symptom: Night Blindness...Retinitis Pigmentosa
Genetic Counseling
Be Good To Your Baby Before It Is Born
Baby's First Food
Food Thoughts for Pregnancy During the Teen Years
MCH—A Healthy Start
The Special Supplemental Food Program for Women, Infants and Children Brochure—Revised April 1982

ALL BROCHURES ARE FREE

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHILD HEALTH (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	462,849				462,849	
Health Benefits	15,061				15,061	
Retirement	66,310				66,310	
Other Fringe Benefits	274				274	
Computer Services—State	12,187				12,187	
Other Contractual Service	191,454				292,454	
Rents	40,383				40,383	
Commodities	25,885				25,085	
Grants—Subsidies—Pensions	397,023	936			396,087	
Equipment	709				709	
Transfers to Other Funds	14,869				14,869	
TOTAL EXPENDITURES	1,227,004	936			1,226,068	

BOARD OF REGISTRATION IN MEDICINE

JOHN B. MADIGAN, M.D., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary
ANGELINA HUBERT, Executive Secretary

Central Office: Eastside Professional Bldg., Augusta Rd., Winslow *Telephone:* 873-2184
Mail Address: R.F.D.#3, Box 461, Waterville, Maine 04901

Established: 1895 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 373; *Citation:* 32 M.R.S.A., Sect. 3263

Average Count—All Positions: 3½ *Legislative Count:* 0

Organizational Units:
Examiners of Podiatrists

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon documentation of certain continuing medical education requirements and payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Examiners of Podiatrists.

ORGANIZATION: As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by requiring the appointment of a public member. Six members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; one member must be a representative of the public. The Board meets in July of uneven- numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. Special meetings are held in January, May and September.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners of Podiatrists.

PROGRAM:

Meetings. The Board holds meetings every two months to permit adequate management of its activities. In addition to three statutorily required meetings in March, July and November, special meetings are held in January, May and September.

During FY 1982, the Board met with the Attorney General and his Deputy to discuss mutual problems and difficulties.

The Secretary represented the Board at regular meetings of the Committee on Continuing Medical Education of the Maine Medical Association. He enjoys membership on the Board of Directors of the Federation of State Medical Boards (FSMB) as well as on FSMB's FLEX Test Committee and Ad Hoc Committee to study Physician Evaluation for Reregistration. He attended several Board and Committee meetings throughout the year. The Chairman, Secretary,

and Executive Secretary attended the annual meeting of the Federation of State Medical Boards where a member of the team participated in the presentation of a FLEX Workshop.

Licensure. The Board utilizes the Federation Licensing Examination (FLEX) as its tool for determining clinical competence or fitness to practice medicine. When FLEX was initially conducted in June 1968, Maine was one of the original seven states to participate. Thirty candidates were present at the first FLEX. Now in its fifteenth year, FLEX has been adopted by all fifty states, the District of Columbia, Virgin Islands, Guam, Canal Zone, and the Canadian Province of Saskatchewan. It provides a uniform nationwide standard for medical licensure. It is conducted simultaneously throughout the country in June and December each year. During calendar year 1981 a total of 434 medical doctors were issued permanent licensure to practice medicine; 254 by examination and 180 by endorsement of credentials. Twenty-eight physicians requested and were granted reinstatement of their Maine license. Two hundred eighteen temporary or limited licenses were issued: 27 locum tenens, 60 cam (seasonal) licenses, and 131 temporary educational permits for hospital residents.

Forty-one physicians applied for and were granted approval to supervise physician extenders; 20 physician's assistants were issued certificates of qualification and registration. Currently there are 96 physician's assistants rendering medical services in Maine.

Reregistration & Continuing Medical Education. Beginning in March 1982, reregistration notices were mailed to 1,919 physicians practicing medicine in the State of Maine and to 3,419 out-of-state registrants.

For the first time in the history of the Board and as mandated by the 109th legislature, physician registrants, in order to be eligible for reregistration must show that they have completed 100 hours of continuing medical education during calendar years 1980 and 1981. Illness or other extenuating circumstances are reasons for requesting an extension of time to complete the requirements. Physicians who do not actively practice medicine in Maine may be excused from completing CME requirements by submitting to the Board an affidavit certifying that they will not render medical services during the biennium beginning July 1, 1982.

The reregistration period officially closes on October 1, 1982; the total number of registrants will be determined at that time.

At the time of this writing, taking into account notices of death, withdrawals and relocations Board records show 1,750 medical doctors licensed and living in Maine; 62 of these are inactive. An additional 208 licensees have been sent past due notices.

Investigations and Actions. The Board of Registration in Medicine receives complaints and reports against medical doctors from the public, the profession, law enforcement agencies and other government agencies. The Board on its own motion occasionally initiates certain investigations.

During 1981, thirty-five complaints and reports were filed. The Board responds in varying degrees to each and every complaint.

The greatest proportion of the complaints received were non-jurisdictional cases. These include, fee disputes, patients trying to obtain access to their medical records, or complaints other professionals. In these cases, the Board tries to mediate a resolution or refers the complaint to the appropriate agency. Three cases were resolved by mediation; three were referred to other agencies.

In fourteen instances, the Board found no cause for action; two complaints were withdrawn and closed; one is being held in abeyance. One physician was denied admission to the examination; one was reprimanded; three are under surveillance. Two medical doctors voluntarily surrendered their license to practice medicine; one voluntarily surrendered his DEA Certificate.

Five formal hearings were held. After hearing, two physicians were placed on probation; one is under surveillance; one license was granted after initial denial; one case was dismissed for insufficient evidence. On December 31, 1981, three hearings were pending.

Legislation. L.D. 2011, An Act to Amend the Medical Practice Act as proposed by the Board was enacted and provides for accepting students from foreign chartered medical schools only if the schools meet established guidelines for accreditation. It also changes the examination fee to $100 plus the cost of the exam and exempts out-of-state registrants from the requirement of submitting documentation of continuing medical education.

L.D. 1938 An Act to Abolish the Mandatory Reporting of Alcoholism Section of the Board of Registration in Medicine Act was enacted on the basis that the provision was in conflict with federal requirements for confidentiality of alcohol and drug abuse patient records

and placed a reporting physician in jeopardy of criminal penalties for violation of federal statutes. The Board believed that the nature of this amendment placed the public at risk and opposed its enactment while recommending that the legislature look to the Maine Congressional delegation to address the inconcistency between federal regulations and state law.

Other Activities. Incoming and outgoing mail totaled 30,600 pieces this year: 16,450 outgoing; 13,950 incoming. In addition to routine tasks, the Board

—received information on the establishment by the Federation of State Medical Boards of a Commission on the Evaluation of Foreign Medical Schools to study the quality of medical education at certain foreign chartered schools;

—engaged a consultant professor of law to develop guidelines for conducting Board hearings and standards for rendering Board decisions;

—adopted a non-restrictive policy with regard to applicants from the West coast seeking admission to the FLEX in Maine;

—voted to take no action that would restrict the practice of hypnosis or hypnotherapy by non-professionals;

—reviewed liability claims reports from the Superintendent of Insurance;

—arranged with consultant specialists for the development of guidelines or protocol for dealing with physicians who are reported to the Board for alcohol and drug abuse;

—voted to consult with the Ethics Committee of the Maine Medical Association with regard to promulgating a regulation declaring that it is unethical for a physician to demand prepayment from patients;

—voted to amend the rules pertaining to CME to provide an exception permitting physicians who sign an affidavit to perform volunteer community services;

—developed proposed rules defining "misconduct" pursuant to Section 3282(5)(P);

—interpreted Chapter 2 Section 6(f) of the rules to mean that secondary supervisors assume responsibility for all medical procedures performed by physician's assistants, including those performed according to established protocol, during designated times;

—prepared and submitted its Sunset Justification Report to the Audit and Program Committee;

—relocated its offices from Waterville to Winslow;

—reviewed and accepted reports from the Department of Educational and Cultural Services pertaining to the disbursement of funds to Maine Contract Students and from Medical Care Development, Inc. describing educational programs developed by that agency during 1981;

—met with representatives of the Committee on CME of the Maine Medical Association and Medical Care Development, Inc. to discuss requests for grant monies from both agencies;

—considered a request for an opinion from the Maine Society of Eye Physicians and Surgeons with regard to certain optometrical services currently covered by third party payers.

LICENSES, PERMITS, ETC.:

License:

License to Practice Medicine and Surgery
Certificate of Reregistration
License to Practice Medicine and Surgery as a Camp Physician
License to Practice Medicine and Surgery as Locum Tenens
Temporary Educational Permit
Physician's Assistant Certificate of Qualification
Physician's Assistant Certificate of Registration

PUBLICATIONS:

Medical Directory 1980-1981 ($8.00)

(Includes roster of physicians, Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants, Principles of Medical Ethics)

Medical Practice Act (Free)

(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

Compilation of Laws, Rules & Regulations Pertaining to Physician's Assistants

(Includes Sections 3270-A, B, C, of the Medical Practice Act relating to Physician's Assistants

and Rules and Regulations governing supervision/delegation of medical services to physician extenders.)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION IN MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	65,049		65,049			
Health Benefits	2,615		2,615			
Retirement	7,445		7,445			
Other Fringe Benefits	36		36			
Other Contractual Service	90,262		90,262			
Rents	7,900		7,900			
Commodities	2,243		2,243			
Equipment	4,429		4,429			
Transfers to Other Funds	1,194		1,194			
TOTAL EXPENDITURES	181,173		181,173			

BUREAU OF MEDICAL SERVICES

JAMES H. LEWIS, DIRECTOR
BEVERLY JOHNSON, Assistant Director, Office of Medicaid Operations
ISABELLA TIGHE, Assistant Director, Office of Survey Operations and Cost Containment Programs

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2674
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1978 *Sunset Review Completed:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144D; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 138 *Legislative Count:* 152

Organizational Units:

Central Administration
Office of Medicaid Operations
- Division of Medical Claims Review
- Division of Patient Classification
- Division of Surveillance & Utilization Review

Office of Survey Operations and Cost Containment Programs
- Boarding Home Program
- Division of Cost Containment
- Division of Licensing and Certification
- Early and Periodic Screening, Diagnosis and Treatment Program

PURPOSE: The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Medical Services, Medicaid Intermediate Care Services, Catastrophic Illness, Drugs to Maine's Elderly, and the Boarding Home Program.The need for effective administration for these programs is indicated by their aggregate expenditure and its influence on the state budget, Maine's health care delivery system, long term care services and the health status of Maine's citizens. The total expenditure for these programs during the most

recent State fiscal year (FY 82) was approximately $200 million. The Bureau is also responsible for the licensure and certification of hospitals, nursing homes and other health related institutions. There is a direct interrelationship between the standards established for licensure and the financing of the above programs.

ORGANIZATION: The Bureau of Medical Services was established in the spring of 1978 as a part of a Departmental reorganization plan. The Department's medical and health related programs were consolidated under the Office of the Health and Medical Services. The Bureau was recently restructured and administers its activities through the following operational units: Central Administration; Office of Medicaid Operations—Division of Medical Claims Review, Division of Patient Classification, Division of Surveillance and Utilization Review; Office of Survey Operations and Cost Containment Programs—Boarding Home Program, Division of Cost Containment, Division of Licensing and Certification and the EPSDT Unit. The Central Administration Unit provides the overall direction for the Bureau, coordinates the activities of the operational units, promulgates rules, maintains state plans and related documents, and oversees the activities necessary for fiscal accountability.

The **Division of Medical Claims Review** processed 2,500,000 claims during FY82. This unit has developed and maintains a highly sophisticated automated claims processing system. The Provider Relations, Professional Review, and Third Party Benefit Recovery Units are included in this Division.

The **Division of Patient Classification** is responsible for determining the level of care needed by Medicaid patients who apply for long term care services, as well as, monitoring certain other services which relate to this population.

The **Division of Surveillance & Utilization Review** monitors the medical services provided and determines the appropriateness and necessity of the services. These findings are used as a basis for assuring the appropriate quality, quantity and necessity for services reimbursed by the Department.

The **Boarding Home Program** is responsible for developing licensing standards and reimbursement policies for Maine Boarding Homes. This program participates in the analysis of the need for new boarding home development, and allocating new beds in various sections of the State.

The **Division of Cost Containment** is responsible for analyzing program characteristics and developing methods to improve program efficiency.

The **Division of Licensing and Certification** surveys hospitals, nursing and other medical and health related institutions to determine if they meet the standards for Medicare Certification, Medicaid Certification and State Licensure.

PROGRAM: Some of the Bureau's most significant accomplishments during FY82 were: 1) identification and implementation of cost containment measures necessitated by decreasing federal funds, 2) consolidation of the Boarding Home Program within the Bureau, 3) other changes in the organizational structure of the Bureau to improve program efficiency and effectiveness and 4) continuation of prompt payments to providers of health care services rendered to the approximately 145,000 eligibles under Maine's Medicaid Program during FY82.

Medical Care Services. Approximately 145,000 Maine residents were eligible for Medicaid benefits during at least one month of FY 82. These individuals qualified for Medicaid as either recipients of Aid to Families with Dependent Children (AFDC) or Supplemental Security Income (SSI) or were determined to meet the eligibility criteria as a "medically needy" individual or family. The following services, when medically necessary, are covered with some limitations: Ambulance, Audiology, Chiropractic, Family Planning Clinic, Home Health Agency, Hospital, Independent Laboratory, Durable Medical Supplies and Equipment, Mental Health Clinic, Physician, Podiatrist, Pharmacy, Psychologist, Rural Health Clinic, Skilled Nursing Facility, and Speech and Hearing Clinic and Speech Pathology. Individuals under 21 years of age are covered for Early & Periodic Screening, Diagnosis & Treatment (EPSDT) Services which include eyeglasses, dental care, and hearing aids. Approximately 3,600 medical providers are enrolled in the program to provide the services. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 69%.

Intermediate Care Services. This program is provided for eligible recipients who require nursing home care. During FY82 the program provided reimbursement for 8,900 Aged, Blind

or Disabled residents in the 140 Intermediate Care Facilities located throughout the state. An additional 700 recipients were residents in homes designed to offer rehabilitation and habilitation programs specifically related to the needs of mentally retarded individuals. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 69% under the Medicaid Program.

Catastrophic Illness Program. This program was implemented on July 1, 1974, and only six other states have programs of this type. It was one of the first totally State funded programs designed to meet the needs of individuals who incur large medical expenses, but do not have sufficient assets and or coverage by private insurances and do not qualify for Medicaid benefits or other federally funded programs. The deductible was increased effective July 1981, to help keep the program in line with inflationary changes. During FY82 approximately 1,000 Maine residents received assistance with their medical bills. The following services, when medically necessary, are covered with some limitations: Ambulance, Medical Supplies and Durable Medical Equipment, Hospital, Independent Laboratory, Physician, Prescription Drug, and Skilled Nursing Facility.

Drugs to Maine's Elderly. This program was implemented in October 1977. It was designed to assist elderly Maine residents who need assistance paying for prescription drugs, and who did not qualify for Medicaid benefits or other assistance programs. A copayment of $2.00 for each prescription is required. Approximately 23,000 elderly Maine citizens received assistance in paying for an average of 10,000 prescription drugs per month during FY82. Only life-sustaining drugs for heart disease, hypertension and diabetes are covered under this program.

Boarding Home Program. Consolidation of the Boarding Home Program within the Bureau of Medical Services was initiated in April 1981. There are approximately 3,000 Maine residents in licensed boarding homes, and 1900 receive financial assistance from the Department's Boarding Home Program.

LICENSES, PERMITS, ETC.:

Application for the following licenses may be made to: Division of Licensing and Certification, Bureau of Medical Services, Department of Human Services, Station #11, State House, Augusta, Maine 04333 (Tel. 289-2606) or at 99 Western Avenue, Augusta, Maine.

(1) Hospitals
(2) Boarding Homes
(3) Skilled Nursing Facility
(4) Intermediate Care Facilities
(5) Intermediate Care Facilities for the Mentally Retarded

Application for Medicare/Medicaid Certification may also be made for the following:

(1) Home Health Agencies
(2) Rural Health Clinics
(3) Renal Dialysis Centers
(4) Renal Transplant Centers
(5) Speech and Hearing Centers
(6) Independently Practicing Physical Therapists
(7) Psychiatric Hospitals
(8) Independent Laboratories
(9) Chiropractors

PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

(1) Maine Medical Assistance Manual
(2) Regulations for the Licensure of General and Specialty Hospitals
(3) Regulations Governing the Licensing and Functioning of Skilled Nursing and Intermediate Care Facilities
(4) Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for the Mentally Retarded
(5) Regulations Governing the Licensing and Functioning of Boarding Homes
(6) Principles of Reimbursement for Long Term Care Facilities (SNFs, ICFs)
(7) Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded
(8) Policies for Boarding Care Facilities on Cost Reimbursement

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,186,313	769,414			1,416,899	
Health Benefits	71,192	22,794			48,398	
Retirement	324,700	114,022			210,678	
Other Fringe Benefits	3,597	875			2,722	
Computer Services—State	1,064,012	230,580			833,432	
Other Contractual Service	1,089,337	622,205	2,023		465,109	
Rents	29,704	15,249			14,455	
Commodities	61,455	51,378			10,077	
Grants—Subsidies—Pensions	181,693,227	54,418,696	5,975		127,268,556	
Equipment	6,439				6,439	
Transfers to Other Funds	60,535		37		60,498	
TOTAL EXPENDITURES	186,590,511	56,245,213	8,035		130,337,263	

STATE BOARD OF NURSING

RICHARD L. SHEEHAN, PRESIDENT
JEAN C. CARON, R.N., Executive Director

Central Office: 295 Water St., Augusta *Telephone:* 289-2921
Mail Address: 295 Water St., Augusta, Maine 04330
Established: 1915 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 380; *Citation:* 32 M.R.S.A., Sect. 2151
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to accredit such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw accreditation from such nursing educational programs for failure to meet requirements; to approve educational programs that prepare registered professional nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures when such services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

The Board consists of seven members: five registered professional nurses, one licensed practical nurse, and one representative of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a president and a secretary-treasurer. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM: During fiscal year 1981-82 the Board met in ten regular and one special session for a total of fifteen days. In addition, Board members participated in committee meetings; served as proctors for licensing examinations; served as visitors on site visits to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

Licensure of Nurses. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or by endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1981-82, the examination for registered nurse licensure was administered on July 8-9, 1981 and February 2-3, 1982 and the examination for practical nurse licensure on October 20, 1981 and April 20, 1982.

EXAMINATION FOR REGISTERED NURSE LICENSURE
July 1, 1981—June 30, 1982

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	340	303	37	49	44	5
Other States	39	34	5	2	2	0
Other Countries	1	1	2	17	7	10
Total	380	338	44	68	53	15

*89.1% of first time writers from Maine schools of nursing were successful.

EXAMINATION FOR PRACTICAL NURSE LICENSURE
July 1, 1981—June 30, 1982

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	198	197	1	1	0	1
Other States	7	7	0	1	0	1
Other Countries	0	0	0	1	1	0
Candidates on basis of:						
Equivalent Preparation	89	89	0	0	0	0
Armed Serv. Med. Train.	35	24	11	4	0	4
Total	329	317	12	7	1	6

*99.5% of first time writers from Maine practical nursing programs were successful.

NURSES LICENSED BY ENDORSEMENT
July 1, 1981—June 30, 1982

Registered Nurses		Licensed Practical Nurses	
From Other States	475	From Other States	123
From Other Countries:		From Other Countries:	
with examination	7	with examination	2
without examination	7	without examination	0
Total	489	Total	125

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE
July 1, 1981—June 30, 1982

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	424	286
Endorsement	450	138
Renewal	10,401	2,979
Reinstatement	329	170
Total	11,604	3,573

Nursing Education. A second major responsibility of the Board of Nursing is accreditation of all basic educational programs in nursing that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every three to four years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing*.

During FY 82, site visits were made to five basic educational programs in nursing: St. Mary's General Hospital School of Nursing, University of Maine at Augusta, Division of Nursing, and St. Joseph's College, Department of Nursing. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing accreditation to each of the five programs. Presently Maine has fourteen Board-accredited educational programs in nursing; nine to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follow.

Educational programs in professional nursing are of three types. One is the hospital-based diploma program, which includes Eastern Maine Medical Center School of Nursing, Bangor; Mercy Hospital School of Nursing, Portland; St. Joseph Hospital School of Nursing, Bangor; and St. Mary's General Hospital School of Nursing, Lewiston. A second type is the associate degree nursing program, which includes the Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta; and the Westbrook College Department of Nursing Education, Portland. A third type is the baccalaureate degree nursing program, which includes St. Joseph's College Department of Nursing, North Windham; and the University of Maine School of Nursing, Portland.

Educational programs in practical nursing are offered at CMVTI, EMVTI, NMVTI, SMVTI and KVVTI.

Summary of Board Action. A brief summary of Board action in FY 82 follows:

—reviewed and accepted for filing the quarterly financial reports and the annual financial statement.

—received reports on renewals and reinstatements of R.N. and L.P.N. licenses during year.

—approved applications for admission to the licensing examinations for registered nurse licensure and practical nurse licensure.

—reviewed results of all licensing examinations and statistical reports on each series or form.

—devoted 3 days to reviewing drafts of test items for future licensing examinations.

—denied request for licensure as a practical nurse by endorsement on basis that applicant admitted to theft of narcotic drugs while employed in nursing in Maine without proper authorization.

—denied request to retake the practical nurse licensing examination on basis it had been 30 years since applicant completed a nursing education program.

—denied request for admission to practical nurse licensing examination based on armed services education and experience on basis that applicant did not meet requirements set forth in the statute.

—denied request for admission to registered nurse licensing examination on basis it had been 14 years since applicant completed a nursing education program.

—voted to require a passing standard score of 400 on the new CNATS Comprehensive Examination for licensure by endorsement, effective July 1982.

—approved the concept of incorporating home-maker/home health aide principles within the framework of a basic course for nursing assistants.

—denied Osteopathic Hospital of Maine's Nurse Externship Program's request to include

the procedure of urinary catheter insertion in its approved skills list on basis that individuals enrolled in program are unlicensed personnel.

—responded to numerous requests relating to questions on the scope or nature of nursing practice.

—reviewed and took necessary action on twelve complaints of unsafe or illegal nursing practice, including placing two licenses on probationary status, accepting the voluntary surrender of four licenses, reinstatement of three licenses, revocation of one license through Administrative Court and requested investigation of two licenses by Attorney General's Office.

—voted to grant NMVTI initial approval to implement its proposed LPN to ADN upgrade program for a period of 2 years.

—voted to grant approval to EMVTI to satellite its PN program to Hancock County for a period of one year.

—voted to grant approval to NMVTI's request to utilize Fort Fairfield Community General Hospital as a clinical site for its PN students.

—voted not to accept, for purposes of licensure by endorsement, the California Board of Nursing's re-scored RN licensing examinations.

—accepted invitations to sit on advisory committees of UNE's baccalaureate program for registered nurses, USM's master's program for registered nurses and Husson/EMMC's proposed baccalaureate nursing program.

—established a committee to review the armed services medical courses.

—established a liaison committee with MSNA.

—voted to define the term *unprofessional conduct* for inclusion in the Rules and Regulations.

—prepared and submitted a Justification Report to the Legislative Committee on Audit and Program Review, in accordance with the sunset review process.

—contracted with the NCSBN for the direct processing of applications for the licensing examinations.

—was represented at the annual meeting of the Northeast Council of State Boards of Nursing held in Delaware.

—was represented at the Delegate Assembly of the National Council of States Boards of Nursing, Inc., held in Boston.

—appointed Jean C. Caron, R.N., to the position of Executive Director.

—appointed Elizabeth T. Richard, R.N., to the position of Assistant Executive Director.

LICENSES, PERMITS, ETC.:

License:

Registered Professional Nurse
Licensed Practical Nurse
Temporary Authorization to Practice (Pending License Examination Results)

PUBLICATIONS: (all free)

Law Regulating the Practice of Nursing
Rules and Regulations of the Maine State Board of Nursing
Standards for Educational Programs in Nursing
Standards for Nurse Associate Programs

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	86,427		86,427			
Health Benefits	2,697		2,697			
Retirement	10,945		10,945			
Other Fringe Benefits	82		82			
Computer Services—State	2,623		2,623			
Other Contractual Service	47,047		47,047			
Rents	12,184		12,184			
Commodities	2,764		2,764			
Equipment	1,065		1,065			
Transfers to Other Funds	1,867		1,867			
TOTAL EXPENDITURES	167,701		167,701			

STATE BOARD OF OPTOMETRY

EDWARD E. MEYERS, O.D., PRESIDENT
NORMAN K. VARNUM, O.D., Sec.-Treas.

Central Office: 79 Hardy Street, Presque Isle *Telephone:* 762-2291
Mail Address: 79 Hardy Street, Presque Isle, Maine 04769

Established: 1909 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 382; *Citation:* 32 M.R.S.A., Sect. 2415

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

PROGRAM: The Board of Optometry held two meetings during FY 82 on 12/5/81 and 6/12/82. On June 12 and 13, 1982, optometry examinations were administered to 27 candidates, 22 of whom passed successfully. The 22 candidates were registered and licenses issued to them. Also, the Board issued 159 active renewals, 56 nonactive and 26 auxiliary office licenses.

LICENSES, PERMITS, ETC.:
License:
Optometrist
Diagnostic Drug License

PUBLICATIONS:
"The Maine Optometry Law", 1980—free on request

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,175		1,175			
Other Contractual Service	6,231		6,231			
Rents	250		250			
Commodities	401		401			
Equipment	150		150			
TOTAL EXPENDITURES	8,207		8,207			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

DONALD K. McFADDEN, D.O., CHAIRMAN
LAWRENCE M. NEWTH, D.O., Secretary/Treasurer

Central Office: High Point Drive, Saco *Telephone:* 772-5368
Mail Address: R.F.D.#3, High Point Drive, Saco, Maine 04072
Established: 1919 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 383; *Citation:* 32 M.R.S.A., Sect. 2561
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board makes such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June of each year. A chairman, a secretary, and a treasurer are all chosen by, and from the members of the Board.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in June meeting 1982 to become effective January 1983, increasing the income of the Board. The revised statutes also specified one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Continuing medical education requirements were increased from ten hours to fifty hours annually. The secretary's salary was increased to cope with the additional work required in reregistering applicants. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. All physicians in Maine have received a listing of acceptable courses of study which are on the lists. Occasionally, the Board has to pass judgement on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

LICENSES, PERMITS, ETC.:

License:

To Practice, including Physician's Assistants

Certificate:

Of Renewal, including Physician's Assistants

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	250		250			
Other Contractual Service	6,645		6,645			
Transfers to Other Funds	606		606			
TOTAL EXPENDITURES	7,501		7,501			

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

ROBERT R. AUGER, PRESIDENT
RICHARD O. CAMPBELL, Secretary

Central Office: 1 Northwood Road, Lewiston, Maine *Telephone:* 207-783-9769
Mail Address: 1 Northwood Road, Lewiston, Maine 04240

Established: 1877 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 392; *Citation:* 32 M.R.S.A., Sect. 2851

Average Count—All Positions: 1.5 *Legislative Count:* 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high stand-

ards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed; to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of six members, including five pharmacists appointed by the Governor, for terms of five years, and one consumer representative who serves for a term of three years, appointed as above. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During FY 82, the Board of Commissioners of the Profession of Pharmacy licensed 869 pharmacists (838 the previous year), 28 qualified assistants (decrease of 4 from the last year), and issued some 268 pharmacy licenses (as compared to 261 last year). Reciprocity was granted to 13 pharmacists this year in comparison to 18 last year. Of the 5 taking the examination in January, 4 successfully passed the NABPLEX. Of the 14 taking the examination in the spring, 11 were successful in passing. 23 Inactive Registered Pharmacists (a new legislative category last year) compared to 19 last year. And some 135 wholesale registrations were issued compared to 134 last year.

The Board met 10 times during the year, necessitated by the ever increasing work load and demands. The Board meets the first Tuesday of every other month at 2 P.M., in the Knox Room, Augusta Civic Center, Augusta, Maine, as well as at other times as required. This monthly meeting schedule was started in February. During the year, the Board sent one notice to all registered pharmacies in the State of Maine. This covered Rule 12, Prescription Copies Amended, and Rule 13, Services at Rural Health Centers.

The laws relating to pharmacy Title 32, 22 and the rules and regulations, as revised in 1981, are available upon request at no charge as well as being placed in all registered pharmacies. The price posting list of the 100 most frequently prescribed medications in the State of Maine during the previous year was revised and supplied to all pharmacies in the State as directed by law. Mandatory continuing education is in the seventh year, requiring some 15 hours of Continuing Education (CE) credits for re-registration.

LICENSES, PERMITS, ETC.:

License:
- Pharmacy
- Pharmacist
- Assistant Pharmacist
- Wholesaler

PUBLICATIONS:

Laws Relating to Pharmacy Title 32, 22 and the Rules and Regulations Revised 1981—Free

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	33,179		33,179			
Health Benefits	622		622			
Retirement	3,082		3,082			
Other Contractual Service	26,338		26,338			
Other Fringe Benefits	17		17			
Rents	573		573			
Commodities	188		188			
Transfers to Other Funds	787		787			
TOTAL EXPENDITURES	64,786		64,786			

EXAMINERS OF PODIATRISTS

TERENCE ALBRIGHT, D.P.M., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary

Central Office: Eastside Professional Bldg., Rt. 201, Augusta Rd., Waterville
Telephone: 873-2184
Mail Address: Eastside Professional Bldg., RFD#3, Box 461, Waterville, Maine 04901
Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 396; *Citation:* 32 M.R.S.A., Sect. 3601
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The secretary- treasurer of the Board of Registration in Medicine also serves as secretary-treasurer of the Examiners.

PROGRAM: As required by statute, the Board met in July and November of 1981 and in March of 1982.

During FY 82, 3 podiatrists were examined and licensed. One podiatrist's license was reinstated. Renewal notices were mailed to 48 registrants on April 1. As of June 30, 41 podiatrists had renewed their Maine licenses: 25 Maine residents and 16 out-of-state residents.

The examiners processed and resolved 2 complaints against a Maine podiatrist; began accrediting continuing education programs for podiatrists; formalized the oral examination process employed as a condition to licensure without written examination; and testified before the Sunset Review Committee.

LICENSES, PERMITS, ETC.:

License:

License to Practice Podiatric Medicine and Surgery

PUBLICATIONS:
Roster of licensed Podiatrists (free)
Podiatric Practice Act (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	275		275			
Other Contractual Service	631		631			
Transfers to Other Funds	60		60			
TOTAL EXPENDITURES	966		966			

OFFICE OF PUBLIC AFFAIRS AND COMMUNICATIONS

THOMAS R. LaPOINTE, DIRECTOR
ROY A. WHITCOMB, Deputy Director

Central Office: Human Services Bldg., Augusta *Telephone:* 289-3707
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144C; *Citation:* 22 M.R.S.A., Sect. 3

PROGRAM: The function of the Office of Public Affairs and Communications is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communications methods best suited to promote their programs; to develop departmental information programs for employees including publication of department wide news letter as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental wide use.

PUBLICATIONS:
Maine Health Promoter, Epigram, Lab Gab, Straight Talk, EMS Newsletter, Health Engineers, Newsquarter, Watchword, Foster Parents Newsletter, CONCERN. All publications are free.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

PUBLIC HEALTH LABORATORY (HUMAN SERVICES)

HOWARD E. LIND, DIRECTOR
ROBERT C. ERICSON, Assistant Director

Central Office: 221 State St., Augusta *Telephone:* 289-2727
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333
Established: 1902 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144Y; *Citation:* 22 M.R.S.A., Sect. 1

PURPOSE: The major function of the Division is to render support to the Bureau of Health programs; secondly to develop a Laboratory Improvement Program by providing Federal and State guidelines for quality standards for clinical and environmental water testing laboratories; and thirdly, to provide laboratory support to other State agencies when requested.

ORGANIZATION: The Public Health Laboratory operates as a unit of many disciplines and is divided into several sections based on individual training, education, experience and expertise for the performance of requested laboratory tests (over 500,000 per year). These activities are supported from three major sources: 1) State funding—33%; 2) Federal Funding—4% and 3) Fee-for-Service as Dedicated Revenue—63%.

PROGRAM: In FY 82, the Laboratory provided laboratory support to the following Bureau of Health programs:

Program Supported	*Support Activities*
Immunization	Rubella-screening and immunizations Biologic distribution for immunization, T.B., V.D., and communicable disease programs.
Epidemiology	Bacteriology, virology, serology, parasitology, mycology—screening, diagnosis and test of cure.
Tuberculosis Control	Sputum smear for A.F.B.; Sputum culture for T.B. and other mycobacteria—(Atypical) Sensitivity testing against six chemotherapeutic agents.
Sexually Transmitted Disease Control	Gonorrhea screening, diagnosis, and test of cure; Syphilis screening, diagnosis, and test of cure. Herpes culture and serology
Genetic Diseases	Hypothyroidism; P.K.U. (Phenylketonuria); Maple syrup urine disease; Homocystinuria; Galactosemia; Tyrosinemia.
Child Health	Screening and diagnosis; Erythroprotoporphyrin; Lead analysis.
Community Environmental Health	Bacteriological testing (coliform); Chemical testing (nitrates, nitrites, chlorides, hardness and heavy metals); Bacteriological testing for safety (potability); Microscopic (parasitological); Chemical (excess residues).
Drinking Water	Bacteriological testing (coliform); Chemical testing (nitrates, nitrites, chlorides, hardness and heavy metals);

	Tri-halo methanes from sources of drinking water; Herbicides and pesticides; Certification of water-testing labs under Safe Drinking Water Act.
Occupational/Radiological Health	Wiscasset reactor; Environment (foods, seaweed, milk, other inanimate objects); Wipe testing; Organic solvents contamination; Atmospheric gases and dusts.

In the absence of the voluntary Proficiency Testing Program, the Laboratory Improvement Program relied more heavily on workshops, telelectures and consultation. Due to federal funding cutbacks and the discontinuance of the telephone network by the University of Southern Maine, the telelecture program will cease at the end of FY 82. Workshops, consultation and loaner audio-visual materials will be the backbone of the remaining program.

Environmental water testing laboratories were surveyed for certification under the Federal Safe Drinking WAter Act. There are now 26 water testing laboratories certified for bacteriological and/or chemical analyses of public water supplies.

In addition to the various Laboratory activities conducted by the Division in support of programs of the Bureau of Health, Laboratory support was rendered in FY 82 to other state agencies, including: (1) harness racing toxicology for the Racing Commission; (2) animal rabies testing for the Department of Agriculture; (3) toxicology for the Medical Examiner; (4) drug identification for law enforcement agencies; (5) blood-breath alcohol for the Highway Safety Program; (6) water analysis for the Department of Transportation; (7) pesticide testing for the Department of Transportation; (8) bacteriological analysis of stuffed toys for the Department of Labor; (9) Laboratory Improvement Program for Licensing and Certification Division, which approves clinical laboratories for Medicare-Medicaid reimbursement; and (10) arson testing for the Department of Public Safety.

The following services were provided to local health departments: microbiology-reference, diagnostic; sexually transmitted diseases testing; blood lead screening and testing; and various environmental services.

The fee-for-service system continued to provide the major source of revenue (63%) to conduct needed and requested laboratory testing services. This was equally divided among the Microbiology, Water, and Chemistry-Toxicology sections. Charges for services rendered are based on expenditures that are not supported by State or Federal funding. Fees are assessed by two categories: 1) Actual cost for diagnosis, and 2) handling charge; both preferably on a prepayment basis. Charges scheduled as fee-for-service are filed annually with the office of Secretary of State.

The economic conditions which exist today indicate that resources will continue to be less readily available and that alternative practices will be adopted. New programs will come into existence and old programs will need to be continued. Thus the challenge facing the Public Health Laboratory is to be able to effectively respond to the constantly changing needs of the public.

LICENSES, PERMITS, ETC.:

License:
- Independent Clinical Laboratory

Certificate:
- Blood Alcohol Phlebotomist
- Blood Alcohol Analyst
- Drug Analyst
- Breath Alcohol Testing Equipment
- Water Testing (Public)

PUBLICATIONS:

LAB GAB—quarterly newsletter—sent to hospitals, private laboratories, pathologists, State Public Health Laboratory Directors and other interested parties. (Available free of charge.)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $1,221,918.00 in FY 82 and are, by administrative decision, included with those of Bureau of Health.

DIVISION OF PUBLIC HEALTH NURSING

HELEN ZIDOWECKI, DIRECTOR

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3259
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 147; *Citation:* 22 M.R.S.A., Sect 1961
Average Count—All Positions: 69 *Legislative Count:* 50

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services in communicable diseases; to promote programs for the health of mothers and children, and school screening done in cooperation with the Department of Educational and Cultural Services. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Commissioner of Human Services appoints the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in community health nursing.

The Division is made up of 4 full-time professional (2 consultants, 1 coordinator, 1 director) and four clerical central office staff and fifty-five full-time equivalent people in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing is on preventive nursing services, specifically child health services, and disease control. The Division has become involved in other programs of prevention and detection such as lead poisoning, sudden infant death syndrome, and the development of standards of nursing.

Direct services to all ages rendered by the Division are provided through direct visits to patients, and through clinic activities. Consultation is provided to Community Nursing Agencies, and other parts of the Department.

During FY 82 approximately 25,000 direct visits were made to patients in connection with communicable disease control (such as tuberculosis and venereal disease), maternal and child health (pregnant women, newborns and infants, premature births, sudden infant death—children under Crippled Children's Services, etc.), Genetic Disease Program, Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include preschool clinics (about 100 locations), immunizations, tuberculin testing of school personnel, tuberculosis clinics (eight locations) and handicapped children clinics (such as cardiac, orthopedic, child development, cleft palate and cystic fibrosis).

The Division of Public Health Nursing is increasingly becoming involved in standards- setting for nursing practices in the field, and to this end, the Division has developed policies and procedures for visits in several of these areas. The Division collects data in areas of school health services, sudden infant death, preschool examinations, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis and venereal disease, and the overall coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

OFFICE OF REGIONAL ADMINISTRATION (HUMAN SERVICES)

ROBERT McKEAGNEY, DEPUTY COMMISSIONER
JAMES CHAPLIN, Assistant

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144R; *Citation:* 22 M.R.S.A., Sect 3

PROGRAM: This unit administers five regional offices (Portland, Lewiston, Augusta, Bangor, Houlton) and eleven sub-offices (Biddeford, Sanford, Mexico, Rockland, Calais, Ellsworth, Machias, Caribou, Skowhegan, Farmington, Fort Kent) to serve the clients of this department.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF REGIONAL ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,639,229	4,389,884			6,249,345	
Health Benefits	381,374	140,049			241,325	
Retirement	1,573,037	654,208			918,829	
Other Fringe Benefits	22,586	2,577			20,009	
Computer Services—State	137,687	79,145			58,542	
Other Contractual Service	1,722,699	656,647			1,066,052	
Rents	1,105,256	395,896			709,360	
Commodities	50,530	18,028			32,502	
Grants—Subsidies—Pensions	28,566	25,753			2,813	
Buildings and Improvement	5,510				5,510	
Equipment	19,432	12,103			7,329	
Transfers to Other Funds	181,145				181,145	
TOTAL EXPENDITURES	15,867,051	6,374,290			9,492,761	

BUREAU OF REHABILITATION

C. OWEN POLLARD, DIRECTOR
THOMAS A. LONGFELLOW, Deputy Director

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2266
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 152; *Citation:* 22 M.R.S.A., Sect. 3052

Average Count—All Positions: 219 *Legislative Count:* 49

Organizational Units:

Disability Determination Services
Office of Alcoholism and Drug Abuse Prevention
Vocational Rehabilitation Services
Division of Eye Care

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services

available to handicapped and disadvantaged individuals. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Vocational Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore the Bureau provides a program of services to visually handicapped individuals, including the prevention of blindness and administers the planning, development, monitoring, evaluation, licensing and coordination of alcohol and drug abuse services, training and education in the State. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of the Handicapped.

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, and the Office of Alcoholism and Drug Abuse Prevention in 1973.

PROGRAM: The program of the Bureau is conducted through several service areas.

Vocational Rehabilitation Services. The major goal of Vocational Rehabilitation Services is to provide a broad program of services to assist individuals who are handicapped by physical, mental, or emotional impairments to prepare them for and achieve suitable employment. Specifically, these services include evaluation of rehabilitation potential, including diagnostic and related services incidental to the determination of eligibility for, and the nature and scope of, services to be provided; counseling and guidance; physical and mental restoration services; vocational and other training services, including personal and vocational adjustment; maintenance as necessary during rehabilitation; and services to members of a handicapped individual's family. Other services include interpreter services for the deaf; placement in a suitable occupation, including post-employment services to assist handicapped individuals to maintain their employment; occupational licenses, tools, equipment and initial stocks and supplies.

During FY 82 the Vocational Rehabilitation Program received 3,835 new referrals, 902 clients were provided with services and closed rehabilitated in suitable employment and of this number, approximately 76% were severely disabled, while a total of 7,797 handicapped were served during the fiscal year.

Severely Disabled. With the emphasis of the Rehabilitation Act of 1973 and the decision of the Bureau to operate under an Order of Selection more and more severely disabled clients are being served and rehabilitated each year. Approximately 76% of all clients being served are severely disabled.

Special programs and services for the severely disabled include:

(a) Transitional housing for the mentally ill which deals with the personal, social, and interpersonal adjustment of this population. (Middle Street House—Augusta).
(b) Transitional housing for physically handicapped individuals requiring attendant care services. (Independent Living Center—Bangor).
(c) Transitional housing for the mentally retarded and others. (Pleasant Street House—Augusta).
(d) Transitional Employment Program for the mentally ill may be in effect in FY 81.
(e) Van modifications.
(f) Home modifications.
(g) Computer Programmer Training.
(h) Self-employment.

Job Placement. Job Placement is the ultimate goal of every client and the stated mission of the federal/state rehabilitation program. The vocational rehabilitation counselor is the major facilitator of job placement services. It begins with the mutual selection of an appropriate vocational goal and ends with a suitable job; one that is appropriate and consistent with the skills and training of the individual. The Bureau does not work alone in placing its clients—it often draws upon the expertise of CETA, Job Service, Private Rehabilitation Services, Facilities, etc. These efforts are enhanced by good preparation efforts such as job seeking skills, general and specific job development along with a good vocational choice.

Advocacy Program. The Bureau will be in October entering into its third year of administering a grant for providing advocacy services. The Client Assistance Project is contracted with the Handicapped Rights Project, a unit of HSDI of the University of Southern Maine. The focus is to assist clients in accessing better or more services if entitled from the Bureau of Rehabilitation and if needed assisting the applicant/client in accessing similar benefit services from other agencies of which they are equally entitled.

Staffed by attorneys, and paralegals the Handicapped Rights Project have made excellent strides toward ensuring that the rights of applicant/clients are identified and protected.

Services to the Deaf and Hearing Impaired. Implementation of a three year plan for an Office of Deafness, which includes the Model State Plan for VR services to deaf clients, is ongoing. The State Coordinator and four (4) Counselors (RCD's) provide effective communications with their deaf clientele.

The Registry of Deaf persons has been updated and includes a list of 1400 deaf persons. The State Coordinator is involved in several new programs as a result of major legislative action, e.g., hearing dogs for the deaf. In the interpreter program, over 1300 hours of interpreting was provided to deaf citizens. Further legislation provides for a 70% telephone rate reduction for TTY users for long distance calls intrastate.

Identification cards for deaf persons are available through the Bureau free of charge to assist deaf persons in emergency medical, social, or legal situations where an interpreter may be needed to bridge the communication gap. In addition, any eligible deaf or hearing impaired client may receive the full range of VR services if required.

Social Security Disability (SSDI) and Supplemental Security Income (SSI). The intent of these programs is to attempt to rehabilitate Title II (SSDI) beneficiaries and Title XVI (SSI) recipients, enabling them to become employed at level that will lead to the termination of SSDI or SSI benefits. In 1981, Congress amended the Social Security Act and eliminated 100% advance funding for VR services to these clients. Thus, all of them must now be served with basic support (Section 110) VR funds and state funds. This has placed additional strain upon the general VR program. Statewide coordination is provided to assure adherence to federal regulations.

Independent Living Services. The Bureau of Rehabilitation's Center for Independent Living federal grant project, funded in September 1979 under Title VII, Part B of the Rehabilitation Act, is completing its third year of federal funding for independent living services for severely handicapped citizens. This unique program has received national acclaim in the full participation of handicapped persons in planning and developing the services they need to remain at home and in community, thus avoiding the necessity of placement in nursing homes, hospitals, or other care away from home and family. Since December, 1979, 20 handicapped persons from across Maine jointly prioritized the most needed services for physically, visually, hearing, and mentally impaired so that subgrants of project funds for those services were made by the Bureau. Core services implemented have been peer consultation, counseling for adjustment to disability, skills training, and advocacy. Maine's Center for Independent Living is without walls and utilizes the proven expertise of private, non-profit rehabilitation agencies who serve a particular disability population. Personnel funded by Title VII, Part B are joined through the Project's Consumer Board. The Maine Independent Living Center, Inc. has developed as an organization to a point where it will administer independent living services independently of the Bureau after this third year and has submitted the new application for Title VII, Part B funds.

Planning, Facilities and Needs. The identification of service needs of handicapped persons, their prioritization and the planning of rehabilitation facility services to meet those needs has continued as an ongoing activity through Fiscal Year 1982. As a result, the Bureau has been able to implement facility services through the Federal/State Program of grant awards to private non-profit facilities. This has resulted in such representative programs as: continuation

of two new work training programs, one in agricultural skills and a second in wood harvest; continuation of a program of personal care assistance, transitional employment programs and several sheltered employment projects across the State. To insure the provision of quality services the Bureau has continued to utilize its *Procedure for Initiation of Vocational Rehabilitation Use of Facility Services;* has developed a new *System for Monitoring Establishment Grants;* has participated with the Bureaus of Mental Retardation and Resource Development in the planning of on-site reviews of facilities to determine their progress in meeting Inter-Agency Standards and has developed a new facility casework management evaluation system. Planning activities implemented or under development include: *A Procedure for Soliciting, Evaluating and Awarding of Establishment Grants;* and appointment of an Inter-Agency Facility Advisory Committee in conjunction with private service providers.

Disability Determination Services. Disability Determination Services is a state agency regulated by the Social Security Administration. During FY 82 the Maine State Agency adjudicated all social security disability [Title II] claims and all supplemental security income [Title XVI] claims filed in Maine. The claims continue to be filed at a rate of over 13,000 claims per year. DDS goals for both quality and quantity are mandated by the Federal Social Security system. FY 82 saw the continuation of reviews ordered by the Social Security Amendements of 1980.

In order to meet the demands of an increasing workload, DDS continues to stress staff flexibility and has purchased additional Word Processing equipment. The long range plan for disability services includes efforts to obtain adequate personnel and space and to meet federally required time and quality standards under our new regulatory relationship with the Social Security Administration. Workloads have increased above the levels stipulated in the Social Security Amendments of 1980 due to a federal administrative decree to increase reviews and to eliminate payments to currently ineligible clients.

Office of State Handicapped Accessibility (504) Coordinator. The Office of 504 Coordinator was created in July, 1981, to assist Departments/Agencies within the Executive Branch of Maine State government to comply with the provision of section 504 of the Rehabilitation Act of 1973, as amended, and the subsequent enabling 504 regulations which state government must follow as a recipient of federal funds.

Governor Joseph E. Brennan issued Executive Order 9 FY 81/82 which authorizes the 504 Coordinator to direct, coordinate, provide training to, and monitor the State's effort to comply with Section 504.

The Governor asked each Department/Agency within the Executive Branch to appoint a 504 Coordinator to work with the State 504 Coordinator. Departmental/Agency 504 Coordinators have been appointed and trained in 504 requirements.

The present phase is to superimpose the 504 program upon the existing management structure in each Department/Agency. This is being accomplished with the authorization of the Commissioner and Agency heads to allow the 504 Coordinators direct access to the appropriate operational people who are in charge of the various state programs.

Each of the bureau chiefs or his/her designees will actually review their programs for 504 compliance and develop a Departmental/Agency plan for review by a 504 Advisory Council prior to the final approval of the Commissioners/Agency heads.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,696,438	397,624			2,298,814	
Health Benefits	96,521	14,696			81,825	
Retirement	399,243	58,739			340,504	
Other Fringe Benefits	2,098	324			1,774	
Computer Services—State	26,283	26,283				
Other Contractual Service	903,730	205,645	7,454		690,631	
Rents	221,485	140,345			81,140	
Commodities	14,898	6,019			8,879	
Grants—Subsidies—Pensions	4,481,634	195,924	166,852		4,118,858	
Equipment	37,155				37,155	
Transfers to Other Funds	27,988		76		27,912	
TOTAL EXPENDITURES	8,907,473	1,045,599	174,382		7,687,492	

OFFICE OF SOCIAL AND REHABILITATIVE SERVICES (HUMAN SERVICES)

ROBERT McKEAGNEY, DEPUTY COMMISSIONER
JAMES CHAPLAIN, Assistant

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144S; *Citation:* 22 M.R.S.A., Sect. 3

PROGRAM: This unit did not submit an individual report.

BUREAU OF SOCIAL SERVICES

PETER E. WALSH, DIRECTOR
HARMON D. HARVEY, Deputy Director

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2971
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 148; *Citation:* 22 M.R.S.A., Sect. 5308

Average Count—All Positions: 98 *Legislative Count:* 115

PURPOSE: The Bureau of Social Services, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to human services, including services to older people funded by Title XX of the Federal Social Security Act. The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate

educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and Title XX of the Federal Social Security Act as amended and to administer State or Federal programs or Acts relating to human services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to human services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

ORGANIZATION: The Bureau of Social Services was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and Welfare (now the Department of Human Services). Among its responsibilities were those formerly assigned to the department's Office of Resource Development which was created in 1973 to administer the state's new Priority Social Services Program. During the 1974 transition period the office continued to function until the new bureau became operational near the close of FY 77 and then was disbanded.

The 107th Legislature changed the bureau's name to the Bureau of Resource Development. A departmental-wide administrative reorganization in early 1975 added to the bureau a Social Services Consultation and Policy Development Unit and assigned to the bureau many of the department's research, evaluation, and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in 1974 enabled the bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The bureau was designated in March 1975 as the departmental unit responsible for administration and development of Maine's Title XX Comprehensive Annual Services Plan, in addition to the previously assigned IV-B Child Welfare Services Plan.

In 1979 by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies.

Also in 1979 the responsibility for statewide refugee coordination was accepted by the Governor from the federal government and assigned to the bureau which has resulted in services to approximately 1,000 Indo-Chinese and Cuban-Haitian refugees throughout the state. This program is administered by the bureau through various purchase of service agreements with community agencies.

In 1980 the 110th Maine Legislature renamed the bureau to the Bureau of Social Services.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were $16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Ser-

vices Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health-mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling.

Studies on child abuse and neglect, have focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability project is already operative. Expansion of staff was possible primarily through commitment of a portion of available Title II — Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

The Bureau continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs. The following short and long-range plans are currently being developed to that end.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine Citizens who are unable to take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

Division of Planning and Evaluation. This division is responsible for program evaluation of in-house and purchased services provided by BRD through community provider agencies. It is the support function directly responsible for developing statewide models for evaluation techniques. It develops and conducts program audits of both inhouse and provider contracted services, as well as special studies for the office of the Commissioner and the Legislature. Routine plan development functions conducted by this division include the state Child Welfare Services Plan, and the Comprehensive Annual Services Plan for Title XX.

Division of Child and Family Services. This division is responsible for policy development, interpretation, implementation, and monitoring of all Child and Family Services oriented programs of the Bureau. This includes the administration of approximately $4 million in state and federal funds including Titles XX and IV-B. It is responsible for technical assistance to DHS regional offices, direct service staff, their supervisors, and administrative staff. Services under the responsibility of this division include court services, difficult or unusual case situations, approval of certain regional requests, abortions for committed children, residential treatment, surrender for adoption for committed children, adoption assistance, etc. It is also responsible for administration of the Interstate Compact on Placement of Children. In addition, it is responsible for homefinding and approval of foster homes for children.

Division of Adult Services. This division is responsible for policy development, implementation, and monitoring of all services to adults administered through direct service staff of regional offices. It includes responsibility for providing technical assistance to staff, for working with the office of the Assistant Attorney General for determining appropriateness of petitions for guardianship under the Adult Protection laws. Although some services directed at adults under the auspices of this bureau are considered supportive, the priority focus on services is for the protection of adults. In addition, licensing of certain types of families is the responsibility of this division.

Division of Contractual Services. This division is responsible for the administration of more than $12 million in state, federal, and local funds under Title XX and the state Priority Social Services Act. It works with private and public agencies seeking to contract with DHS to provide services eligible for funding under the above mentioned programs. It is responsible for the negotiation, administration, and monitoring of contractual services with these community agencies.

Division of Information Systems. This division is responsible for payment of bills to provider agencies who contract to provide services to departmental clients and other eligible low income persons. It is this division's responsibility, in addition, to develop and maintain computer-based information systems for the purchase of service and in-house social services programs. It monitors and evaluates a wide range of federal and state programs and serves in a support function to other bureau programs. The major current focus of this division is to play the key role with Data Processing in redesigning a majority of the bureau's human service information programs into one comprehensive system that can meet informational needs of program staff, research personnel, and fiscal managers, as well as provide the data for evaluation and planning.

LICENSES, PERMITS, ETC.:

Licensing Unit
- License:
  - Children's Homes
  - Children's Residences
  - Day Care Centers (for Non-Recurring Clientele)
  - Family Day Care
  - Group Day Care
  - Nursery School
  - Child Placement Agency
- Approval:
  - Adult Foster Homes

PUBLICATIONS:

Final State Plan—Title XX—Social Services Programs—Fee Undetermined.
Annual Statewide Child Welfare Services Plan
Refugee Resettlement Plan

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOCIAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,665,709	392,989	189,412		1,083,308	
Health Benefits	54,594	12,685	6,324		35,585	
Retirement	237,802	54,121	28,097		155,584	
Other Fringe Benefits	1,254	427	112		715	
Computer Services—State	42,796		15,975		26,821	
Other Contractual Service	647,697	188,336	240,865		218,496	
Rents	18,036	7,793	8,758		1,485	
Commodities	20,971	1,503	7,407		12,061	
Grants—Subsidies—Pensions	16,238,584	8,066,572	1,056,424		7,115,588	
Equipment	10,812	4,215	156		6,441	
Transfers to Other Funds	49,180		12,777		36,403	
TOTAL EXPENDITURES	18,987,435	8,728,641	1,566,307		8,692,487	

OFFICE OF SPECIAL PROJECTS

DIANA C. SCULLY, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2636
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: July, 1979 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144P; *Citation:* 22 M.R.S.A., Sect. 1

PROGRAM: This unit did not submit an individual report or was inactive in FY 82.

OFFICE OF VITAL STATISTICS

MARIAN B. PERKINS, STATE REGISTRAR
LORRAINE GERARD, Deputy Registrar

Central Office: Human Services Bldg., Augusta *Telephone:* 289-3181
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1892 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 146; *Citation:* 22 M.R.S.A., Sect. 2701
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Office of Vital Statistics was established to maintain a state-wide system for the registration of Vital Statistics. Furthermore, the State Registrar is responsible for directing the activities of municipal clerks in the registration of Vital Statistics.

ORGANIZATION: The State Registrar is selected by the Commissioner of Human Services in accordance with appropriate standards of education and experience. In February, 1982, operations and staff of the Office of Vital Statistics were transferred to the Bureau of Health Planning and Development.

PROGRAM: The Office of Vital Statistics manages the State Vital Statistics system, provides vital records services for the general public, and prepares reports on the vital statistics of the State. In fiscal year 1981-1982 the Office of Vital Statistics continued its regular program of collecting vital records, filing them, furnishing vital statistics data to The National Center for Health Statistics on magnetic tape and microfilm for the preparation of National Vital Statistics reports, completed and published Maine Vital Statistics, 1980, completed population estimates for the State by age groups for each minor civil division of the State, and continued a special project to review the files of vital records for the years 1892-1956 to correct misfilings and film records for security purposes and to make them more readily accessible for persons engaging in genealogical research.

PUBLICATIONS:
Maine Vital Statistics, 1980

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Bureau of Administration.

DIVISION OF WELFARE EMPLOYMENT

DIANA C. SCULLY, DIRECTOR

Central Office: 235 State St., Augusta *Telephone:* 289-2636
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: November, 1981

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144G; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 45 *Legislative Count:* 0

PURPOSE: The purpose of the Division of Welfare Employment is to administer programs that assist welfare recipients prepare for, find and maintain good jobs. The Division plays a strong role in the implementation of legislative intent and policy in the Job Opportunities Act of 1981 (22 MRSA, c. 1094), which relates specifically to recipients of Aid to Families with Dependent Children (AFDC).

ORGANIZATION: The Director of the Division of Welfare Employment reports directly to the Deputy Commissioner of Social and Rehabilitation Services. In addition to six central office staff, staff are located in 5 regional offices in Portland, Lewiston, Augusta, Bangor and Presque Isle. As of October 1982, the Division is responsible for the operation of two programs: The Welfare Employment, Educational and Training (WEET) Program, which works with AFDC recipients, and the Employment Search Project (ESP), which works with Food Stamps recipients.

PROGRAM: A description of these two programs follows:

WEET Program. In April 1982, the new WEET Program replaced the old WIN Program. During 1981 several things had happened which reflected a consensus that changes were needed. In June 1981, the Legislature enacted the Job Opportunities Act of 1981. This law is based on the premise that the State of Maine must place greater emphasis on education and training for AFDC recipients "with the goal of enabling them to become self-sufficient and to eliminate their dependency on public assistance." In October 1981, Governor Joseph E. Brennan applied to the Federal Government to participate in a national demonstration program. This has given the State a great deal of flexibility in the design and administration of the new WEET Program.

The Division of Welfare Employment is responsible and accountable for the entire operation of the WEET Program. In the past, the WIN Program was administered by two departments: Labor and Human Services. This resulted in duplication of administration costs and staff, differing phiosophies and policies guiding the two sides of the program and inconvenience for clients who were ping-ponged between the two departments.

WEET staff provide the following services to AFDC recipients:

—WEET staff work closely with AFDC recipients to assess their employability and their employment-related needs for education, training and support services and to develop plans for addressing those needs;

—WEET staff provide job search assistance, on both a group and individual basis, to AFDC recipients;

—WEET staff function as case managers, working with individual AFDC recipients to put together the particular mix of available employment, education, training and support services needed by the individual recipients; and

—WEET staff also function as advocates to ensure the availability of and accessibility to services and opportunities for AFDC recipients.

Employment Search Project. The Employment Search Project is scheduled to go into effect on January 1, 1983. The Division of Welfare Employment was awarded a contract by the U.S. Department of Agriculture to participate in a national demonstration program involving employment search for Food Stamps recipients.

The Division will operate group employment search sessions for Food Stamps recipients in the 5 areas in which its regional offices are located. The group employment search approach in-

cludes both instruction and practical experience in identifying and securing a job. The approach:

—teaches job search skills;
—develops and reinforces a positive self-image;
—considers interviews from the employers' point of view;
—provides supervised telephones from which clients make their own job development calls; and
—establishes a job seekers' support group.

PUBLICATIONS:

Women, Work and Welfare, Final Report of the Work Opportunities Committee, June 1981.

Training Opportunities In The Private Sector, A Welfare Grant Diversion Proposal by the State of Maine, September 1982.

Employment Search Project, A Job Club Proposal for Food Stamps Recipients in the State of Maine, September 1982.

FINANCES, FISCAL YEAR 1982: Total expenditures by the Department of Human Services during FY '82 for the former WIN Program (7/1/81-3/31/82) and the Division of Welfare Employment (4/1/82-6/30/82) were $675,000.

MAINE INDIAN TRIBAL-STATE COMMISSION

HONORABLE CHARLES POMEROY

Central Office: None
Mail Address: None

Established: April 1980

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 409; *Citation:* 30 M.R.S.A., Sect. 6212

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The specific responsibilities of the Commission, as provided for in the Maine Settlement Act, fall under four general areas:

1. Review the effectiveness of the Maine Settlement Act and the social, economic and legal relationship between the Passamaquoddy Tribe, the Penobscot Nation and the State of Maine. In essence, to monitor the effectiveness of the settlement and make reports and recommendations for the two Tribes and the State of Maine. Those reports are intended to identify means of improving the relationship between the Tribes and the State and see that all aspects of the agreement are fully implemented.
2. If either Tribe wishes to add land to its Indian Territory, it would require an act of the Legislature and the recommendations of the Commission. Similarly, the Implementing Act provides for the establishment of extended Reservations. In situations where 25 or more Tribal members are living on Indian Territory and wish to extend the Reservation to that portion of their Indian Territory, the Commission can be called upon to review their petition, establish boundaries for that reservation, and make recommendations to the Legislature on the desirability of establishing an extended Reservation.
3. Regulate fishing on certain bodies of water which are adjacent to Indian Territory, issue fishing licenses for these water bodies, and charge fees for fishing in those waters, except that no fees can be assessed on the members of the Penobscot or Passamaquoddy Tribes. Regulations must be adopted under the Administrtive Procedures Act of the State and such regulations must be posted at these waters.

4. Undertake studies and make recommendations to the Commissioner of Inland Fisheries and Wildlife with respect to the implementation of fish and wildlife management policy on non-Indian lands in order to protect fish and wildlife on lands and water regulated by the Passamaquoddy Tribe, the Penobscot Nation, and the Commission.

ORGANIZATION: The Tribal-State Commission consists of 9 members, 4 appointed by the Governor of the State subject to review by the Joint Standing Committee on Judiciary and to confirmation by the Legislature, 2 each to be appointed by the Passamaquoddy Tribe and the Penobscot Nation and a chairman to be selected from certain eligible Retired Judges and approved by a majority vote of the Commission. The members of the Commission other than the chairman shall each serve for a term of 3 years and may be reappointed.

PROGRAM: The Commission is developing procedures which will identify the process by which issues shall be brought before the commission for its consideration. The Commission, based on the issues brought before it, will develop its work program. Currently, the highest priority for the Commission is to develop fishing regulations for the bodies of water over which it has jurisdiction.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $1,512.20 in FY 82 and are, by administrative decision, included with those of the Department of Inland Fisheries and Wildlife.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

GLENN H. MANUEL, COMMISSIONER
J. WILLIAM PEPPARD, Deputy Commissioner

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1880 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137; *Citation:* 12 M.R.S.A., Sect. 1951

Average Count—All Positions: 310 *Legislative Count:* 6

Organizational Units:

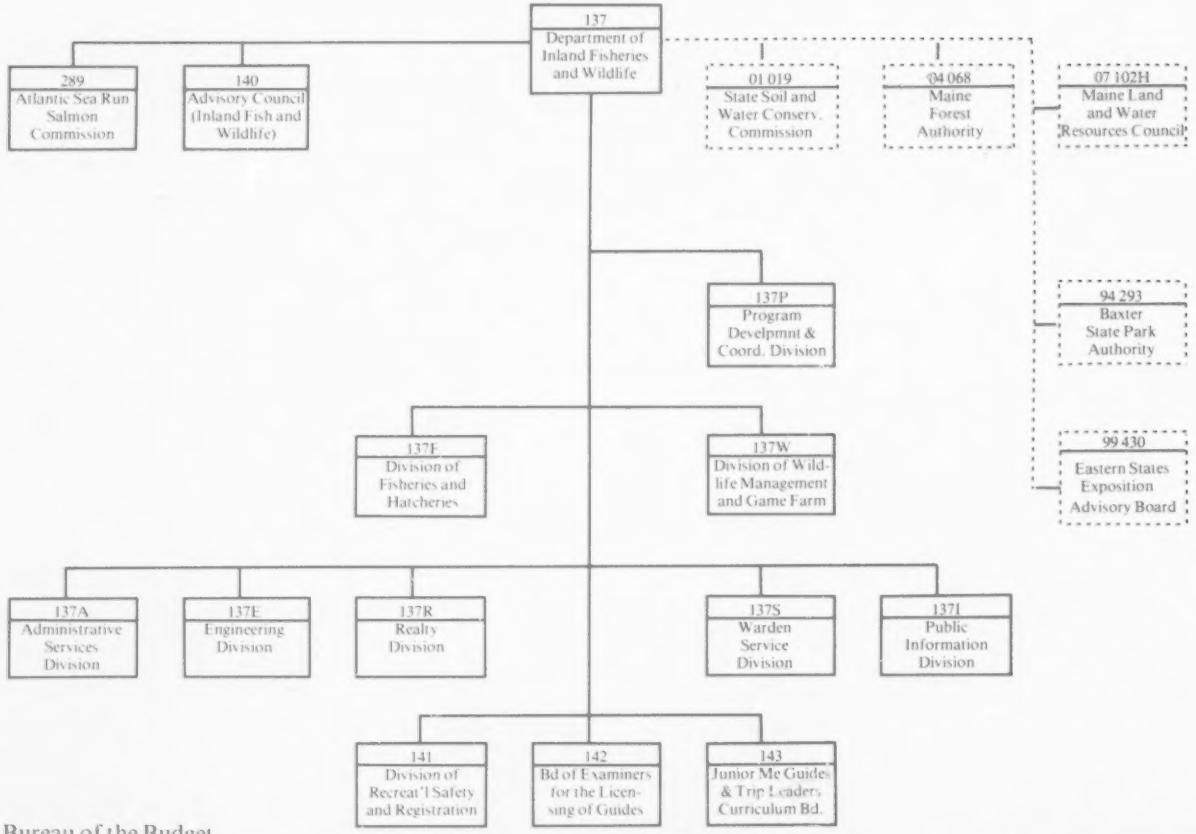
- Administration Division
- Planning and Coordination Division
- Information and Education Division
- Engineering Division
- Realty Division
- Fishery Management Division
- Wildlife Management Division
- Warden Service
- Division of Recreational Safety and Registration
- Junior Guide Examining Board
- Advisory Council (Inland Fisheries & Wildlife)
- Atlantic Sea Run Salmon Commission

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting, and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles and watercrafts, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. Also in 1895, the State bought land in Caribou and built the first State-owned fish hatchery. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. The Department hired its first engineer in 1932, and construction began on the State game farm in Gray. The Warden Flying Service was formed in 1937. The first game biologists were hired the year after the Pittman-Robertson bill of 1937 was passed by Congress, providing funds for conservation of game animals and birds. A similar bill, the Dingell-Johnson bill of 1951, provided funds for fishery research and management, and Department fishery biologists were formed into a division. Several other divisions were formed within the Department to meet specific needs as follows: Information and Education (1955); Planning and Coordination (1968); Snowmobile Registration, more recently Snowmobile Safety (1969); and Realty (1970). In 1974 legislation was passed which made the Commissioner of Inland Fisheries and Wildlife the permanent Chairperson of the Atlantic Sea Run Salmon Commission with sole authority for its administration and financial matters. In mid-1974, the former Bureau of Watercraft Registration and Safety administratively became a division of the Department and in September of 1976 the functions of the Division of Snowmobile Safety and Registration were combined with Watercraft Registration and Safety. Effective October 1, 1975, the Department was renamed Department of Inland Fisheries and Wildlife.

PROGRAM: The Department administers a variety of programs concerned with the management of the State's inland fisheries and wildlife resources. Programs are based upon the most current information available and focused on long range species management goals and objectives. Specific data needed to assess the current status of individual species is collected to support the development of sound regulatory recommendations.

ORGANIZATIONAL CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
UMB 09



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,703,665	97,413	4,793,772		812,480	
Health Benefits	193,778	2,606	172,070		19,102	
Retirement	1,382,621	14,127	1,246,371		122,123	
Other Fringe Benefits	32,330	66	32,126		138	
Computer Services—State	78,766		65,365		13,401	
Other Contractual Service	2,157,357	27,574	1,576,232		548,387	5,164
Rents	133,755	88,151	16,915		28,689	
Commodities	412,652	3,866	360,948		47,838	
Grants—Subsidies—Pensions	93,564	217	93,179		168	
Purchases of Land	182,609		25,018			157,591
Buildings and Improvement	107,279		107,279			
Equipment	507,012	7,647	469,807		21,801	7,757
Transfers to Other Funds	50,777		44,070		6,707	
TOTAL EXPENDITURES	11,036,165	241,667	9,003,152		1,620,834	170,512

Applied research studies are conducted to provide for a more complete understanding of the characteristics, needs, and factors affecting specific species of inland fisheries and wildlife. Surveys and inventories are conducted to provide information concerning human use of inland fisheries and wildlife resources, as well as land and water use trends which can be expected to affect the supply of and demand for these resources. Emphasis is focused on specific types of information needed to support the development and maintenance of sound management programs. Regulations are established to encourage or discourage human use of inland fisheries and wildlife resources in keeping with selected species management goals and objectives. Laws and regulations pertaining to the taking of inland fisheries and wildlife resources are enforced, as well as environmental regulations concerned with the maintenance of adequate habitat conditions for these resources. Environmental law enforcement includes the Stream Alteration Act which is administered by this Department, and others such as the Site Selection, Wetlands, Great ponds Act and the Land Use Regulation Commission regulations which are administered by other state agencies.

Artificial propagation and stocking of various game species is carried out as required to meet management objectives. Habitat conditions are maintained and improved through habitat acquisition, habitat improvement, technical assistance to private landowners, and technical assistance to other state and federal agencies administering specific environmental regulations and land use planning and control efforts.

The Department is actively engaged in the dissemination of timely information concerning the State's inland fisheries and wildlife resources to the public utilizing the Department's magazine, "Maine Fish and Wildlife," publications, news releases, movies, and other information disseminating techniques. In addition, a Hunter Safety Program is conducted in order to accomplish several objectives. These include: to teach and to familiarize the sportsmen with wildlife management, conservation and wildlife laws, and regulations; to teach identification and habits of wildlife; to teach the responsibilities due to landowners, fish, and wildlife; and finally, to teach thoughtful and safe use of sporting equipment.

The Department is responsible for the coordination, administration and legal functions associated with applications to alter waters under the jurisdiction of the Stream Alteration Act. Biological assessments concerning the impact of proposals on inland fisheries and/or wildlife resources is made for each application. The Department is also responsible for the administration of the State's Snowmobile and Watercraft Registration system and also for the enforcement of the laws pertaining to their use. Snowmobile and watercraft safety programs are implemented to familiarize snowmobile and boat users with mechanical considerations, regulations, rules of the road, and thoughtful and safe use considerations.

The Department is also responsible for the coordination of lost person search and rescue operations. In order to accomplish this mission, the Department trains and maintains special mountain and aquatic rescue teams, organizes and directs search operations and assembles manpower as well as specialized equipment including helicopter, fixed-wing aircraft, boats, vehicles, and communications systems. The Department also assists other enforcement agencies in a variety of investigations.

LICENSES, PERMITS, ETC.:

Office of Commissioner

License:

Fishing & Hunting—Complimentary—Holders Medal of Honor
Junior Guide
Importation of Wild Birds and Animals
Stocking of State Waters

Permit:

Stream Alteration
Breeders of Menagerie (Moose, Caribou & Bear)
To transport Live Animals for Breeding and Advertise

Fisheries Division

Permit:

Eel, Alewife, & Sucker (over 20 lbs.)
Bass Tournament
Scientific Fish Collection
Private Pond Stocking

Warden Service
- License:
  - Hunting License, Commercial Shooting Area
  - Use of Dog Training (All Categories)
  - Field Trial License (Retrievers & Sporting Dogs)
  - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
  - Fishing License for Children's Camps
  - Snowmobile Races
- Permit:
  - Coon Dog Training
  - Dog Training Area, Club
  - Dog Training (With Raccoons)
  - Deer Transportation
  - Live Bait Taking in Closed Waters
  - Transportation Tags (Fish)

Hatchery Division
- License:
  - To Cultivate or Harvest Fish and Private Ponds
- Permit:
  - To Import Live Fresh Water Fish or Eggs

Wildlife Division
- License:
  - Falconry
- Permit:
  - Bird Banding Permit
  - Camping in Game Management Areas
  - Permission to Use Poison
  - Scientific Collectors Permit
  - Swan Island Camping Permit
  - Wildlife Control

License Clerk in Town or City
- License:
  - Archery—Resident
  - Combination Hunting & Fishing—Resident
  - Fishing—Resident
  - Hunting—Resident
  - Combination Serviceman's Resident License
- Stamp:
  - Atlantic Salmon—Resident
  - Pheasant

License Agent
- License:
  - Archery—Non-Resident
  - Small Game Hunting—Non-resident
  - Big Game Hunting—Non-resident
  - Fishing (season, 15, 7, or 3 day)—Non-resident
- Stamp:
  - Atlantic Salmon—Non-resident
  - Pheasant

Augusta Office License Clerk
- License:
  - Commercial Shooting Area
  - Deer Skin Dealer
  - Fishing (for blind)
  - Fishing and Hunting for Resident over 70
  - Fur Buyers
  - Game Bird Breeders
  - Game and Fur Farm

Guide
Indian Hunting, Fishing, Trapping and Archery
Live Bait Dealer
Roadside Menagerie
License to Sell Inland Fish
License to Sell Live Smelts
Taxidermist
Trapping
Fishing & Hunting Complimentary—Disabled
Fishing & Hunting—Paraplegics, Reciprocity Other States
Hunting—Non-resident
Fishing—Non-resident
Snowmobile Registration

Permit:
Camp Trip Leader
Fishing for Patients of Nursing Homes

Miscellaneous:
Game Bird Seal
Pheasant Wing Bands
Pheasant Importation Wing Bands
Atlantic Salmon Stamp—Non-resident
Pheasant Stamp

PUBLICATIONS:

Laws—Hunting, Fishing, Ice Fishing, Trapping (free)

Maine Fish and Wildlife Magazine—published quarterly—cost $3.50 annually within the United States and $4.50 outside the United States.

Lake Surveys $.50 per copy.

Publications Catalogue (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,460,666		4,662,936		797,730	
Health Benefits	186,062		167,307		18,755	
Retirement	1,346,900		1,227,033		119,867	
Other Fringe Benefits	32,143		32,005		138	
Computer Services—State	37,306		23,905		13,401	
Other Contractual Service	2,073,226	7,965	1,517,380		542,717	5,164
Rents	133,499	87,927	16,915		28,657	
Commodities	406,850		359,621		47,229	
Grants—Subsidies—Pensions	93,179		93,179			
Purchases of Land	182,609		25,018			157,591
Buildings and Improvement	107,279		107,279			
Equipment	499,252		469,807		21,688	7,757
Transfers to Other Funds	47,411		41,266		6,145	
TOTAL EXPENDITURES	10,606,382	95,892	8,743,851		1,596,327	170,512

ADMINISTRATIVE SERVICES DIVISION

PETER C. BRAZIER, BUSINESS MANAGER

Central Office: 284 State St., Augusta *Telephone:* 289-2571
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137A; *Citation:* 12 M.R.S.A., Sect. 7034
Average Count—All Positions: 24 *Legislative Count:* 0

PURPOSE: The mission of this unit is to assist the Commissioner and division heads with long range financial planning and preparation and management of annual and biennial budgets and provide centralized services in areas common to all divisions, including personnel, bookkeeping, accounting, purchasing, internal audit, vehicle management and records management as well as administer financial programs of the Department.

ORGANIZATION: The Administrative Services Division consists of three sections. The Accounting Section is responsible for all accounting services, fiscal management, audit, budget development, work programs, fiscal control, income, approval of expenditures, bookkeeping, journals and purchase orders. The Personnel Section is responsible for all staff personnel activities of the Department including processing all personnel action, advising employees on personnel rules and regulations and providing other personnel information and statistics as required. The Clerical Section provides receptionist services, and a variety of filing, clerical and administrative services for the Division and the Department.

PROGRAM: The responsibility of this unit includes financial planning and control, property accounting, budgeting, bookkeeping, personnel functions, internal audit, accounting (State & Federal), labor relations. Support services are provided on a Department wide basis for all Divisions.

There is an ongoing program to develop improved management systems for conducting the Department's clerical, financial, personnel, licensing and inventory needs.

LICENSES, PERMITS, ETC.:

Licenses:

- Archery—resident, nonresident, alien
- Combination hunting and fishing—resident, nonresident, alien
- Fishing—resident, nonresident, alien
- Hunting—resident, nonresident, alien
- Combination Serviceman resident license
- Combination fishing & archery—resident
- Commercial shooting area license
- Fishing (for the blind)
- Fishing & Hunting for resident over 70
- Hide Dealers—resident & nonresident
- Game Bird Breeders
- Guide—resident, nonresident, alien
- Indian hunting, fishing, trapping, archery
- Live bait dealers
- Roadside Menagerie
- License to sell inland fish
- License to sell live smelts
- Taxidermist
- Trapping
- Fishing & hunting disabled war vets—resident
- Fishing & hunting paraplegic—reciprocity with other states
- Fish for children camps

Permits:
- Camp trip leaders
- Fishing for patients at certain institutions

Miscellaneous:
- Game Bird Seal
- Pheasant wing bands
- Pheasant importation wing bands
- Atlantic Salmon Stamp—resident & nonresident
- Pheasant Stamp—resident & nonresident

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $660,263 in FY 82 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

RODNEY W. ROSS, CHAIRMAN
GEORGE E. PRENTISS, Vice Chairman

Central Office: 284 State Street, Augusta; *Floor:* 2 *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1945 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 140; *Citation:* 12 M.R.S.A., Sect. 1955

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife of changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of one member representing each of the management units the commissioner establishes to administer chapters 701 to 721. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive $25 per day for their services and actual expenses for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters nine times during FY 81.

FINANCES, FISCAL YEAR 1982: 12 MRSA, Sect. 1955 provides that expenditures of this unit, which amounted to $6,540 in FY 82, shall be borne by the Department of Inland Fisheries and Wildlife.

ATLANTIC SEA RUN SALMON COMMISSION

GLENN H. MANUEL, CHAIRMAN

Central Office: Dept. Marine Resources, Baker Bldg., 98 Winthrop St., Hallowell
Telephone: 289-2291

Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1947 *Sunset Termination Scheduled to start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 289; *Citation:* 12 M.R.S.A., Sect. 3601

Average Count—All Positions: 6 *Legislative Count:* 6

Organizational Units:
Technical Advisory Committee Two Regional Offices—Bangor, Machias

PURPOSE: The Atlantic Sea Run Salmon Commission was established to manage and conserve Atlantic salmon, Salmo salar, in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State. The Commission is authorized to purchase or lease lands, dams and other structures within the State; to acquire flowage rights, mill privileges and right-of-way; and to build dams and other structures for the purpose of conservation of Atlantic sea run salmon. The Commission has sole authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken. The Commission also may investigate or cause to be investigated conditions affecting the salmon in any waters of the State, and may on its own initiative make or amend such regulations as it deems necessary to conserve Atlantic salmon or promote their propagation.

ORGANIZATION: The Atlantic Sea Run Salmon Commission was created in 1947. In 1948, a Memorandum of Agreement was signed between the University of Maine, the U.S. Bureau of Sport Fisheries and Wildlife (now U.S. Fish & Wildlife Service), the Department of Inland Fisheries and Wildlife, the Department of Sea and Shore Fisheries (now Department of Marine Resources), and the Atlantic Sea Run Salmon Commission, which delineated the duties and responsibilities of the cooperators. Updated in 1951 and again in 1962, this agreement remained in force until 1976 when an updated and revised Memorandum of Agreement was entered into by the signatory parties.

In May of 1980 the U.S. Fish and Wildlife Service notified the signatories of their desire to rewrite the existing agreement.

In September, 1980 a new bilateral Cooperative Agreement was mutually agreed upon and entered into by the State of Maine and the U.S. Fish and Wildlife Service. The duties and responsibilities of the two signatories were delineated and a new Technical Advisory Committee was established to replace the old Research Committee. The Technical Advisory Committee is composed of 4 members assigned by the State of Maine and 4 members assigned by the U.S. Fish and Wildlife Service. The purpose of the committee is to advise the cooperators on technical matters relative to the Atlantic salmon restoration program in Maine, to review and comment on proposals for cooperative research, and to provide assistance in developing and updating a salmon restoration plan.

The Commission is composed of three members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and a third member appointed by the Governor, for a term of four years. The 106th Legislature appointed the Commissioner of Inland Fisheries and Wildlife as permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission governing the taking of Atlantic salmon within the jurisdiction of the State of Maine are enforced by the Warden Service of the Department of Inland Fisheries and Wildlife in inland waters, and by the Marine Patrol of the Department of Marine Resources in tidal waters.

PROGRAM: The Atlantic Sea Run Salmon Commission, operating under a cooperative agreement, continues to assist national, regional, and state agencies in coordinating projects concerning Atlantic salmon. The highlights of the year's activities are as follows:

Salmon Fishing. The recorded rod catches for the rivers of Maine in 1981 were as follows: Penobscot 725, the second highest catch of record; The East Machias 85, establishing a new rod record; Dennys 129, Machias 53, Pleasant 23, Narraguagus 78, Union 32 and Sheepscot 15. These figures represent only those fish recorded and the actual catch is considered to be 25 percent higher.

The trapping facilities on the Penobscot and Union Rivers permit a count of ascending salmon and in 1981 there were 2719 salmon counted through the Veazie fishway trap on the Penobscot and 263 were counted at the Union River facilities. It is estimated the returning run to the Penobscot and its lower tributaries exceeded 4000 salmon. New trapping facilities at the Milltown fishway on the St. Croix River were operated by Canadian personnel and successfully passed a large run of alewives and an unexpected bonus of 81 salmon.

The early returns for the 1982 season indicate that salmon runs have been delayed and reduced commercial catches have been reported in Canada. The presidential salmon from the Penobscot River was taken on May 7, 1982 and weighed 7 pounds, and by the end of the fiscal year several salmon in the 19 pound plus category had been taken from Maine rivers.

Regulations. The 1982 season opened on May 1 and the same regulations were in force as those that governed the preceeding seasons in inland waters. However, in tidal waters the stamp requirement passed by the legislature was extended by L.D. 2104 to cover both resident and nonresident anglers 16 years of age or older. The stamp requirement covers fishing for salmon in the designated tidal portions of the following rivers: Sheepscot, Dennys, Kennebec, East Machias, Machias, Pleasant, Narraguagus, Union, Penobscot and Ducktrap.

The Atlantic salmon angling season closes September 15 on most inland waters and October 15 on tidewater rivers. Most waters are restricted to fly fishing for salmon with a one fish per day and two in possession limit.

Fish Culture. In 1981 Commission personnel obtained 606 salmon for brood stock from the Union and Penobscot Rivers. The U.S. Fish and Wildlife Service obtained 1.8 million eggs from these fish and distributed them as follows: Craig Brook National Fish Hatchery retained 450,000 of the eggs, 100,000 green eggs were shipped to the Berlin (N.H.) National Fish Hatchery to supplement the southern New England program, and the remainder were held and hatched at the Green Lake National Fish Hatchery.

The brood stock mortalities experienced in 1980 did not occur in 1981 and a reliance on chemotherapy was significantly reduced. Following egg take the brood stock kelts were released with the exception of 90 that were transferred to the State of Rhode Island as part of a rejuvination program designed to assist the New England restoration of Atlantic salmon.

During the fiscal year ending June 30, 1982 the federal fish cultural facilities produced and distributed the following salmon stocks in Maine Rivers. The Green Lake and Craig Brook facilities produced approximately 410,000 smolts of which nearly one-third were one-year-old. The remaining smolts were held an additional year to reach migratory size. Maine waters also received 256,000 parr salmon and an additional 349,000 newly-fed fry were scatter planted in selected nursery areas.

Miscellaneous. Commission personnel undertook an intensive angler census on the lower Penobscot during the 1981 field season. It was learned that a minimum of 8500 angler-days were expended by 1000 resident and 250 non-resident salmon anglers. Approximately 83 percent of the effort was expended in the area below the Veazie Dam that would be inundated if the Bangor Dam were to be restored. It took an average of 38.5 hours to catch a salmon.

Comparable statistics were obtained from the Narraguagus River where it was determined that effort consisted of 905 angler trips and that it took 46 hours to catch a salmon from this small coastal watershed. On the Narraguagus approximately one-third of the anglers were non-residents of the State of Maine.

Studies indicate that on the Penobscot River the hatchery-supported fishery is an early run where 80 percent of the fish have entered the river before the end of July. Approximately one-quarter of the salmon were grilse (one-sea-winter fish) in 1981 and less than one-percent were considered to be repeat spawners or three-sea-year fish. Union River studies during the same period indicate that the annual releases of hatchery reared smolts in this estuary provides approximately 2 percent grilse in the returns. A tag loss study for fish released in the Union indicates that 11 percent of the tags were lost.

A river management report was completed for the Aroostook River and lists the problems that must be resolved. In 1981 Maine released 45,000 parr of hatchery-origin in this watershed and an additional 25 adult salmon were transplanted from the Union and Penobscot rivers.

On the St. Croix River a cooperative US-Canadian program was continued and 20,000 smolts were tagged and released for studies on downstream migration. The Georgia-Pacific Corporation was extremely helpful to the restoration program and provided personnel and helicopters to distribute young salmon throughout the watershed. Staff members have spent considerable effort in developing management plans for the various watersheds. The river reports should be available for general distribution in 1983.

Low-head power developments (both new and existing structures) pose major problems for anadromous fish restoration. Fish passage constructed during a period when the dams were not used for power production is frequently inadequate when the dams are developed or restored to hydro power production. A major impetus to salmon conservation occurred in the spring of 1982 when the erection or restoration of dams on the lower Penobscot was prohibited without the approval of the State of Maine Legislature.

However, this has not eliminated the necessity of reviewing each proposal and hydro projects have been proposed for the existing salmon rivers as well as many of the streams that historically supported salmon runs.

LICENSES, PERMITS, ETC.:

Resident and non-resident stamps authorized under MRSA, Title 12, Chapter 707, Section 7152. Such stamp shall be issued for use to fish for Atlantic salmon in the same manner as a regular license to fish, except that said stamp shall be in addition to a regular license to fish in the inland waters of this State. Resident stamp $1.00 and non-resident $15.00.

In addition, the legislature enacted a stamp requirement to fish for Atlantic salmon in certain tidal areas. LD 2104 became effective April 9, 1982 and 12 MRSA §6504 now requires both resident and non-resident to possess a current Atlantic salmon stamp to take, possess, ship or transport Atlantic salmon taken from inland or designated coastal waters.

LD 2104 further states that in 1983 the stamp fees will increase to $4 for residents and $30 for nonresidents. Also taking effect in 1983 will be a season limit of 10 Atlantic salmon and numbered tags will be issued with each stamp for use in marking the salmon.

PUBLICATIONS:

The Atlantic Sea Run Salmon Commission, Regulations, 1982, (No cost).

Reprints and technical publications available from Department of Inland Fisheries and Wildlife, moderate fee and postage requested; contact Information and Education Division for publications catalog.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	112,163	97,413			14,750	
Health Benefits	2,953	2,606			347	
Retirement	16,383	14,127			2,256	
Other Fringe Benefits	66	66				
Other Contractual Service	26,545	19,609	1,266		5,670	
Rents	256	224			32	
Commodities	5,309	3,866	834		609	
Grants—Subsidies—Pensions	385	217			168	
Equipment	7,760	7,647			113	
Transfers to Other Funds	1,193		631		562	
TOTAL EXPENDITURES	173,013	145,775	2,731		24,507	

ENGINEERING DIVISION

CLAYTON G. GRANT, CHIEF ENGINEER

Central Office: 284 State Street, Augusta *Telephone:* 289-7034
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: 1932 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137E; *Citation:* 12 M.R.S.A., Sect. 7034

Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The purpose of this unit includes the following functions: the design and supervision of capital construction projects; the preparation of contract documents; the force account construction and maintenance of Department owned facilities using Department personnel; and to carry out assignments as mandated by the Commissioner or requested by other divisions.

ORGANIZATION: The Engineering Division was established by administrative directive and consists of a Division Chief, Foreman, carpenters and seasonal laborers as required.

PROGRAM: During the year, department-owned land at Gray was cleared and a new 38' x 100' Regional Headquarters Building was erected. This building replaces rented space at Scarborough, which was considered inadequate. All labor expenses and most building material were provided by Department Personnel.

Repairs were done to concrete fish rearing pools at Grand Lake Stream Hatchery, Raymond Dam, Eagle Lake Headquarters and Strong Headquarters.

Several combination wood/oil boilers were installed at various installations in a continuing conversion to wood heat utilization.

Usual site investigation and design work was performed on a continuing basis.

Routine, minor repair and maintenance work was carried out on department-owned facilities.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $159,433 in FY 82 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF FISHERIES AND HATCHERIES

LYNDON H. BOND, CHIEF OF FISHERIES
ROBERT E. FOYE and DAVID O. LOCKE

Central Office: 284 State Street, Augusta *Telephone:* 289-3651
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: 1952 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137F; *Citation:* 12 M.R.S.A., Sect. 7034

Average Count—All Positions: 56 *Legislative Count:* 0

PURPOSE: The Division of Fisheries and Hatcheries is responsible for research, surveys and inventories; habitat management; use regulations; environmental assessments; landowner assistance; propagation; stocking and licensing of control and scientific programs relating to Maine's fishery resources.

ORGANIZATION: The Division of Fisheries and Hatcheries is now organized into a Fishery Research and Management Section and a Hatchery Section. The Division operates 7 Regional Offices and 9 Fish hatcheries and/or rearing stations and a research laboratory.

PROGRAM:

Fishery Research and Management. The major emphasis has been implementation of a 5-year update on the Fish Species Management Plan; implementation of these plans for 11 major game fish species plus several species of non-game fish of importance in fish management in Maine. The 7 regional offices were able to maintain close contact with the fishery resource and with the people utilizing the resource. Public relations problems are minimized with the contact maintained on the local level.

Fish Stocked From State Hatcheries
and Rearing Stations

	Number	*Pounds*
Landlocked salmon	306,003	39,218
Brown trout	125,000	35,917
Lake trout	245,426	16,217
Brook trout	810,824	47,435
Sunapee trout	3,100	155
Splake	1,600	144
	1,491,953	139,086

LICENSES, PERMITS, ETC.:

Scientific collectors permits for fish
Alewife, sucker & yellow perch permits
Bass tournament permits
Permit to stock waters in Maine
Smelt bait dealers license
License to sell commercially grown or imported fish
Permit to import live fresh water fish or eggs
License to cultivate or harvest fish in private ponds.

PUBLICATIONS:

Fish stock report—$1.00
Other reports distributed by I & E Division

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $1,519,421 in FY 82 and are, by administrative decision, included with those of Department of Inland Fisheries & Wildlife.

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

GLENN H. MANUEL, COMMISSIONER

Central Office: 284 State Street, Augusta; *Floor:* 1 *Telephone:* 289-2571
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1979 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 143; *Citation:* 12 M.R.S.A., Sect. 7302-7303.

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

ORGANIZATION: The Commissioner of Inland Fisheries & Wildlife appoints a board of 5 members, one member of which is a Maine camp Director, another a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and the others members of the general public. The board serves without compensation for 3 years or until successors are appointed.

PROGRAM: PL 151 repealed the Junior Guide Examining Board in April 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. Appointments to the board were made in early 1980. Six forming meetings were held and regular meetings planned quarterly thereafter.

Pursuant to 12 MRSA, sections 7302-7303 the testing programs were formulated. One for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated but candidates may use others if they are equally or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

LICENSES, PERMITS, ETC.:

Maine Camp Trip Leader Permit—fee: $10 (annually)
renewal: $5 (annually)

PUBLICATIONS:

Administrative Rules and Regulations adopted Curriculum (outline)
Resources List (study materials)
Copies of 12 MRSA §7302-7303
Associated forms and application blanks
Wallet ID card for Instructors.
Class Schedule and Role Sheet
ID pin
Trip Itinerary Cards

FINANCES, FISCAL YEAR 1982: 12 MRSA, Sect. 7302-7303 provides that expenditures of this unit shall be borne by the Department of Inland and Fisheries & Wildlife and are, therefore, included in its financial display.

BOARD OF EXAMINERS FOR THE LICENSING OF GUIDES

GLENN H. MANUEL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State St., Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 142; *Citation:* 12 M.R.S.A., Sect. 2053
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners for the Licensing of Guides was established to determine the applicant's qualifications for the guide classification applied for, and to advise the Commissioner of their findings.

ORGANIZATION: The board shall consist of the Commissioner or such subordinate officer of the Department as the Commissioner may designate, two wardens of the Department, and a representative of the public to be appointed by the Governor for a term of 3 years. The public member shall receive no compensation, but the Department shall reimburse him for actual expenses incurred in carrying out his duties at the same rate as provided for state employees.

PROGRAM:

The Board of Examiners for the Licensing of Guides met 16 times during the calendar year 1981.

The board passed 109 applicants. 16 applicants were denied and 5 applicants did not come for their scheduled oral examination.

The following is a summary of the types of licenses reviewed by the board:

	Passed	*Denied*
General	14	10
Fishing	5	0
Hunting	3	1
Recreational	12	2
General Whitewater	42	2
Rec. Camping/whitewater	5	0
Hunting/whitewater	1	0
Fishing/whitewater	2	0
Hunting/recreational/whitewater	1	0
Fishing/recreational	5	0
Hunting/recreational	1	0
Hunting/fishing	18	1
Hunting/fishing/rec. camping	0	0
Recreational/backpacking	0	0
Hunting/fishing/backpacking	0	0

LICENSES, PERMITS, ETC.:

Resident Guide License
Nonresident Guide License
Alien Guide License

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

PROGRAM DEVELOPMENT AND COORDINATION DIVISION

KENNETH H. ANDERSON, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-3286
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: 1968 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137P; *Citation:* 12 M.R.S.A., Sect. 7034

Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: The Program Development and Coordination Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program; administration of environmental laws; maintenance of electronic data collection and processing program; and obtaining grants for program implementation.

ORGANIZATION: The Division was established by administrative directive in 1968 and currently consists of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section.

PROGRAM: Work began on the development of refined procedures for updating species assessments in cooperation with the Wildlife Division. The 5-year Fisheries Management Plan was completed and operational work plan implemented. Biological assessments and technical recommendations (950 projects) were provided in regard to hydro development, Wetlands, Site Location, Mining, Great Ponds and Land Use Regulation Commission (LURC) laws. In addition approximately 150 Stream Alteration applications were processed and Stream Alteration regulations were revised via the Administrative Procedures Act to accommodate hobby gold mining in streams. This Division also worked directly on hydropower policy recommendations and mineral resources and peat mining development concerns, completed Department's position on consolidated Rivers Plans for inland, anadromous and catadromous fish as directed by the Governor's State Energy Policy Plan as well as coordinating Department's input into projects affected by the Federal Fish and Wildlife Coordination Act. Division personnel also served as the Department's representative to the Land and Water Resources Council, the Interagency Indian Coordinating Committee, Maine Mapping Committee, North Maine Woods, and Merrymeeting Bay Committee as well as providing technical input to special hydro and peat task forces, LURC zoning, public lands management and federal forest resurvey. Initial private grants were obtained to supplement wildlife research programs. Deer, bear, and furbearer registration and tagging records, trapper questionnaire, creel census and angler questionnaire data, licensing, Warden deployment and beaver management data were processed and summarized. The Division's Data Processing and Analysis Section participated in the Maine Landsat Demonstration Project.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $357,398 in FY 82 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

PUBLIC INFORMATION DIVISION

W. THOMAS SHOENER, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-2871
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1952 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 1371; *Citation:* 12 M.R.S.A., Sect. 7034
Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The major function of the Public Information Division is to create and maintain public understanding and support for departmental objectives and programs.

ORGANIZATION: The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Maine Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980.

PROGRAM: The major programs of the Public Information Division involve the production of *Maine Fish and Wildlife* magazine, providing public services, news media relations, and coordinating exhibits and displays for the department. It is also involved with the production of other publications and providing photographic and other services to other divisions in the department.

The past fiscal year saw several significant developments involving these programs—all accomplished through redirection of effort, with no additional personnel.

Changes in the division's news program were no doubt the most conspicious new accomplishment. The use of newly-acquired videotaping equipment gained the department programs considerably more television exposure than they previously had, primarily through news and public service announcement productions. The news program staff was also active in coordinating productions by Maine and national television crews involving department programs.

The division was also instrumental in the initiation of a regular commissioner's guest column in the monthly publication *The Maine Sportsman*.

Paid circulation of *Maine Fish and Wildlife* magazine increased 25 percent as the result of a promotion campaign initiated during the year. That, combined with a subscription rate increase, resulted in projected revenues for the year more than double that of the previous year. The twin goals of the promotion effort are to increase the readership of the magazine and to reduce the department's share of its production and circulation costs.

Other changes in *Maine Fish and Wildlife* accomplished during the year were the addition of color illustrations and contracting the magazine's fulfillment to a private vendor; previously the latter had been done in-house.

The exhibit and display program was greatly expanded during the year with appearances at three sportsman's shows out-of-state and the addition of two new shows to the in-state schedule. The emphasis at the out-of-state shows is primarily promotional, while in-state it is informational. The display is staffed with volunteers from throughout the department. It is worthy of note that revenues from sales of publications and other items at these shows approximated the program's cost.

The division also produced one major, new publication during the year, a promotional/informational trip planning guide entitled Maine Freshwater Fishing. This brochure is designed as a self-mailer and is used to answer letters of inquiry and as a hand-out at shows and other outlets. Quantities are being provided to the Maine Publicity Bureau and local chambers of commerce, etc., on request.

PUBLICATIONS:

Maine Fish and Wildlife magazine (quarterly)—$6.00 per year
The Maine Way cookbook of fish and game recipes—$3.95
Reprints on a variety of wildlife and fish subjects—35¢ each
Publications Catalog listing above reprints—free
Maine Freshwater Fishing—free

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $267,429 in FY 82 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF RECREATIONAL SAFETY AND REGISTRATION

GLENN H. MANUEL, COMMISSIONER
LORENZO J. GAUDREAU, Director

Central Office: 284 State Street, Augusta; *Floor:* 1 *Telephone:* 289-2043
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1963 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 141; *Citation:* 12 M.R.S.A., Sect. 7791

Average Count—All Positions: 20 *Legislative Count:* 0

PURPOSE: The Division of Recreational Safety and Registration was established to ensure the safety of persons and property through regulation of the use and operation of watercraft and snowmobiles and for conducting safety programs for hunters, snowmobilers, and boat operators throughout the State of Maine. The Division is authorized to require the registration of watercraft, snowmobiles, and airmobiles. It regulates watercraft in harmony with the Federal Boat Safety Act of 1971; safety equipment for boats and snowmobiles; the size of motors used on motorboats on internal waters; and mandatory reporting requirements on boating, snowmobiling, and hunting accidents. The Division also issues licenses to operators of boats used to carry passengers for hire, commercial whitewater outfitters and issues permits to conduct races and regattas on state waters.

ORGANIZATION: The Division of Watercraft Registration and Safety was established in 1963 as a separate administrative agency headed by the commissioners of Inland Fisheries and Game and Marine Resources. Previously, boats in Maine were registered by the U.S. Coast Guard on federal waters, by the Department of Inland Fisheries and Game on inland waters, and by the Public Utilities Commission where commercial uses were involved. Organization of the Division brought all boating interests and matters under one agency and permitted retaining all license fees in the State for dedication to boating interests under the Boat Law. From 1963 to 1973, only boats driven by machinery of over ten horsepower were required to be registered; however, due to changes in federal law, it became necessary to register all motorboats as of January 1, 1974. Under State Government reorganization legislation of 1973, the Division was placed within the Department of Inland Fisheries and Game as a division of that agency, effective July 1, 1974. The Division of Snowmobile Registration was established in 1969 as a division of the Department of Inland Fisheries & Game and was administratively combined with the safety section in August of 1973. The Division was renamed the Division of Snowmobile Safety and Registration. In September of 1976, the Division of Watercraft Registration and Safety was combined with the Division of Snowmobile Safety and Registration and became the Division of Recreational Safety and Registration.

PROGRAM: The divisions' objectives are to register boats, snowmobiles, and airmobiles in order to identify users, regulate their operation by coordinating with law enforcement officials, and promote safe responsible participation in hunting, boating, and snowmobiling. The hunting and snowmobiling safety programs have been successful in drastically reducing accidents and fatalities.

The cost of the Volunteer Hunter Safety Program is totally refunded by the Pittman Robinson federal funds. The Volunteer Safety Instructors, when giving safety courses, also teach respect for the rights of property owners, conservation of our resources, and familiarization with the various laws and regulations. During the 1981-82 fiscal year, 3,000 students were certified in hunting safety, and 325 students were certified in snowmobile safety. Over 30 presentations were given to approximately 400 students in schools and summer camps on boating and snowmobiling safety. The Division registered 31,758 boats; issued 925 duplicate registrations, 123 dealer certificates, and 286 operator licenses; and granted 33 permits for races and regattas. The Division also registered 57,178 snowmobiles and issued 275 snowmobile dealer certificates and 118 duplicate snowmobile certificates.

The Director held 3 public hearings covering requests to limit the horsepower of motorboats on inland waters, and attended many meetings and conferences with the U.S. Coast Guard, the U.S. Power Squadrons, and others with boating and snowmobiling interests.

A film library is maintained and films, safety literature, and materials covering hunting, boating, and snowmobiling are mailed to the public.

LICENSES, PERMITS, ETC.:

License:
- Commercial Whitewater Outfitters
- Motorboat Operator License
  - (To carry passengers for hire in inland waters)

Permit:
- Watercraft Races & Regattas on Inland Waters

Registration:
- Motorboat
- Snowmobile

PUBLICATIONS:

- Watercraft Laws (free)
- Sportsmen and Small Boats (free)
- Snowmobile Laws (free)
- About Boating Safety (free)
- You Alone in the Maine Woods (free)
- Hunter Safety Student Manual (free)
- Snowmobile Safety Student Manual (free)
- Numerous Boating Safety Pamphlets—(U.S. Coast Guard—free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF RECREATIONAL SAFETY AND REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	130,836		130,836			
Health Benefits	4,763		4,763			
Retirement	19,338		19,338			
Other Fringe Benefits	121		121			
Computer Services—State	41,460		41,460			
Other Contractual Service	57,586		57,586			
Commodities	493		493			
Transfers to Other Funds	2,173		2,173			
TOTAL EXPENDITURES	256,770		256,770			

REALTY DIVISION

HENRY R. SLEEPER, CHIEF OF REALTY

Central Office: 284 State Street, Augusta *Telephone:* 289-2571
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: 1970 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137R; *Citation:* 12 M.R.S.A., Sect. 7034

PURPOSE: The purpose of the Realty Division is to acquire and manage lands, dams, water rights, rights-of-way, easements or other rights necessary for the functions of the various divisions within the Department.

ORGANIZATION: This Division was established by Administrative Directive in 1970.

PROGRAM: During the past year, about 1100 acres of land has been acquired through purchase and gift. This has been added to the 21,000 acres of woodland, wetlands and sea-bird nesting islands acquired for wildlife management purposes under the Wildlife Habitat Acquisition Fund Program.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $123,580 in FY 82 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

WARDEN SERVICE DIVISION

JOHN F. MARSH, CHIEF WARDEN SERVICE (COLONEL)
CHARLES A. MERRILL, Deputy Chief Warden Service (Major)

Central Office: 284 State Street, Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137S; *Citation:* 12 M.R.S.A., Sect. 7034

Average Count—All Positions: 138 *Legislative Count:* 0
(Currently filled positions—law enforcement and support personnel)

PURPOSE: The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws, searches for lost persons in the fields and forests of the State of Maine, searches for drowned persons, and have the same duties and powers as sheriffs throughout the several counties of the state as these sheriffs do in their respective counties.

ORGANIZATION: The Maine Warden Service is comprised of one (1) Game Warden Colonel, one (1) Game Warden Major, five (5) Game Warden Lieutenants, eighteen (18) Game Warden Sergeants, six (6) Game Warden Corporals, ninety-eight (98) game wardens, five (5) game warden pilots, and one (1) detective.

PROGRAM: The Maine Warden Service, during a one year period from July 1980 to July 1981, enforced in total hours fish and wildlife laws as shown below:

Type of Enforcement	*Hours Spent*
fish law	57,603
wildlife law	82,304
Land Use Regulation Commission	144
Department of Environmental Protection	464
Stream Law Alteration	255
boat law	5,161
snowmobile law	7,087
dog leash law	5,501
litter law	650
assisting other agencies	3,044
training	8,100

During this same time period, game wardens had a total number of prosecutions of 4,481. Game wardens checked 41,209 hunters, 77,035 anglers, 2,953 trappers and issued 1,781 warnings. Game wardens also checked the operators of 18,956 boats, 13,698 snowmobiles and investigated 7,088 complaints.

The total expenses incurred by Warden Service on searches for lost persons and drownings during the period of July 1, 1980 through June 30, 1981 were $54,352.61. There were 308 persons lost and 40 who drowned.

LICENSES, PERMITS, ETC.:

	Fee (If Any)
Special dog training area license	$17.00
License to hold field trials for sporting dogs	17.00*
Snowmobile race permit	NONE
Import permit (fish and wildlife)	NONE
Eel permit for licensed trappers (20 lbs. of eels)	NONE
Permit to stock rabbit	NONE
Sale of wildlife permit	NONE

*Plus a department representative fee of $17.00 per day, required at field trials.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $5,115,228 in FY 82 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF WILDLIFE MANAGEMENT VISITOR'S CENTER

ROBERT W. BOETTGER, DIRECTOR
LEE E. PERRY, Assistant Director

Central Office: 284 State Street, Augusta *Telephone:* 289-3651
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137W; *Citation:* 12 M.R.S.A., Sect. 7651

PURPOSE: The purpose of this Division is to develop and conduct research, monitoring and management programs to maintain and enhance the wildlife resources of the State for the benefit of both the resource and the consumptive and non-consumptive users of the resource. In addition the Division administers a visitor's center and wildlife display at the State Game Farm.

ORGANIZATION: Division of Wildlife Management and Visitor's Center is at present organized into a Wildlife Research Section, a Wildlife Management Section and a Visitor's Center. The Division operates two research offices, one management office, seven regional offices and one visitor's center and wildlife display.

PROGRAM: An important accomplishment this past fiscal year was providing requested technical information to the legislative Fish and Wildlife Committee which assisted in the passage of a bill to allow the Commissioner greater authority and flexibility in administering deer hunting seasons. Favorable weather conditions for census work this past winter allowed considerable progress to be made on documentation of critical Deer Wintering Areas to be placed in permanent protection zones under Land Use Regulation Commission jurisdiction. Also, it was possible to conduct a moose census over a large portion of the northern part of the state for the first time in three years. Increased utilization of private sector grants and donations allowed for important investigational work on furbearers and endangered species to continue. Administration of public use of the Swan Island (Steve Powell) Wildlife Management Area was decentralized resulting in a more equitable work load among the Division staff.

LICENSES, PERMITS, ETC.:

Maine Falconry Permits
Maine Scientific Collection Permits
Maine Bird Banding Permits
Stumpage (Wood Harvesting) Permits
Swan Island Campground Permits

PUBLICATIONS:

Annual Big Game Project Report
Annual Migratory Bird Project Report
Publication free—$.60 mailing charge.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit were budgeted for $1,828,313 in FY 82 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

MAINE INSURANCE GUARANTY ASSOCIATION

FRANK R. FOWLES, JR., CHAIRPERSON
PAUL M. GULKO, Executive Secretary

Central Office: 400 Congress Street, Portland — *Telephone:* 775-5621
Mail Address: 3 Center Plaza, Boston, Mass. 02108 — (617)742-0370

Established: May 9, 1970 — *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 99; *Unit:* 353; *Citation:* 24-A M.R.S.A., Sect. 4436

Average Count—All Positions: 0 — *Legislative Count:* 0

PURPOSE: The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

FINANCES, FISCAL YEAR 1982: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KATHRYN H. GODWIN, DIRECTOR

Central Office: University of Maine at Orono, Orono *Telephone:* 581-7603
Mail Address: 162 College Avenue, Orono, Maine 04469

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 354; *Citation:* 5 M.R.S.A., Sect. 293

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine at Orono. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1982 State Government Internship Program placed thirty-three (33) Maine college students in fifteen (15) state agencies for a period of twelve weeks, beginning June 1.

Intern Eligibility. In order to qualify for the program participants had to be legal residents of Maine, be currently enrolled in college, and have successfully completed two years of college. The Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all vocational schools, colleges and universities throughout Maine.

Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Internship Experience. The internship experience began with an orientation session for all interns at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of $150. Academic credit from the University of Maine at Orono was available, but not mandatory, for participants in the 1982 internship program.

General coordination and supervision of the program was conducted by the Bureau of Public Administration. Basic supervision of each intern was the responsibility of the agency in

which the intern was placed. Formal meetings with each intern and his/her supervisor with the program director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

The Internship experience was enhanced and broadened by two meetings with guest speakers from State Government and the Legislative Leadership. These sessions provided the opportunity for interns to hear and learn more about State Government and the Legislature from some key officials.

PUBLICATIONS:

Maine State Government Internship Program, Summer 1977—annual report
Maine State Government Internship Program, Summer 1978—annual report
Maine State Government Internship Program, Summer 1979—annual report
Maine State Government Internship Program, Summer 1980—annual report
Maine State Government Internship Program, Summer 1981—annual report
All publications available upon request—no charge

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $2,000.00 (Administrative Costs) in FY 82. Participating State agencies shared these administrative costs.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

GEORGE N. CAMPBELL, JR., COMMISSIONER OF TRANSPORTATION

Central Office: 46 Old Post Road, Kittery *Telephone:* 207-439-4128
Mail Address: P.O. Box 747, Portsmouth, N.H. 03801
Established: 1936-37 *Sunset Review:* Not Established
Reference: Policy Area: 07; *Umbrella:* 98; *Unit:* 419; *Citation:* 1937 P&SL, Chap. 18
Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: The Authority was created to construct, maintain, reconstruct, and operate an interstate toll bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire, and approaches and approach facilities thereto.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Highway Commissioner of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and its approaches.

FINANCES, FISCAL YEAR 1982: The State accounting records for FY 82 do not contain any account assigned to this unit.

NEW ENGLAND INTERSTATE PLANNING COMMISSION

RICHARD BARRINGER, DIRECTOR, STATE PLANNING OFFICE

Central Office: 184 State St., Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 98; *Unit:* 394; *Citation:* 10 M.R.S.A., Sect. 304
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit was inactive during FY 82. The Commission has not been operational as all of the States have not opted to participate.

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 775-5851
Mail Address: Box 4910 DTS, Portland, Maine 04112
Established: 1820
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 274; *Citation:* 4 M.R.S.A., Sect. 1

PURPOSE: The purpose of the Judicial Department is to administer the units of State Government within that Department.

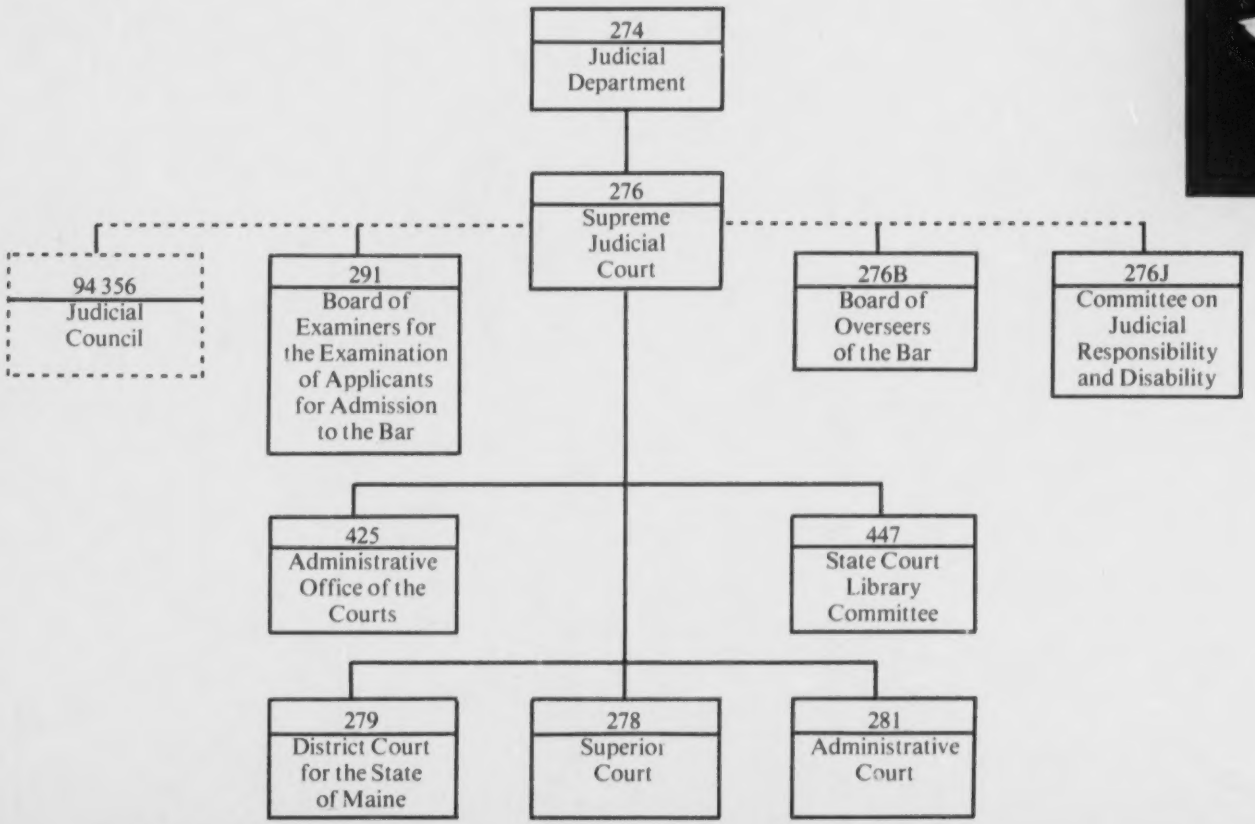
ORGANIZATION: Until the signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and therefore included in the Massachusetts court system. However, in 1820, Article VI, Section 1, of the new Maine Constitution created by the Legislature established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices to seven and authorized the justices to travel in circuits.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The most recent change to the Maine Judicial System occurred in 1978 with the addition of the Administrative Court.

Judge Vincent L. McKusick
Chief Justice
of the Superior Court

ORGANIZATIONAL CHART
JUDICIAL DEPARTMENT
UMB 40



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,914,417	4,867,858	6,070		40,489	
Health Benefits	156,562	155,624			938	
Retirement	451,192	446,438			4,754	
Other Fringe Benefits	1,948	1,948				
Computer Services—State	32,415	32,415				
Other Contractual Service	4,684,381	4,638,451	29,467		16,463	
Rents	553,821	550,038			3,783	
Commodities	210,351	195,777	190		14,384	
Grants—Subsidies—Pensions	1,012,882	998,772			14,110	
Buildings and Improvement	65,102	33,108	22,550		9,444	
Equipment	130,562	78,400	37,133		15,029	
Transfers to Other Funds	1,971		1,277		694	
TOTAL EXPENDITURES	12,215,604	11,998,829	96,687		120,088	

PROGRAM:

Facilities. Following the defeat in November, 1980 of a referendum proposal for a $4 million bond issue to meet critical court facility needs at five locations (Portland, Auburn, Augusta, Skowhegan, and Millinocket), no formal submission of capital improvement needs was submitted to the 110th Legislature.

During 1981, the need for an improved district court facility in Brunswick was emphasized by the urging of the Brunswick Town Council that the District Court in its municipal building be relocated elsewhere. The Brunswick District Court case filings increased at a more rapid rate (82.5%) than anywhere else in the State over the seven year period 1975-1981, well over the statewide growth rate of 31.1 percent for the same period. The workload has overwhelmed the single courtroom and the miniscule court clerk's office. The complete absence of any public waiting area or conference rooms forces the public to congregate in the municipal building lobby and hallways.

The Bureau of Public Improvements obtained bids from private developers to construct a court building on a site in Brunswick already owned by the State Department of Transportation. As the year ended, the bids were under evaluation as well as the method of financing.

State Law Library Committee. In January of 1981, the Judicial Department submitted legislation to the 110th Legislature to implement the recommendations of a three year study of county law libraries conducted by an Advisory Committee on County Law Libraries appointed by Chief Justice Vincent L. McKusick and chaired by Active Retired Supreme Judicial Court Associate Justice Thomas E. Delahanty. The study recommended establishment of a four tier State system of county law libraries to be supervised by a State Court Library Committee, and the hiring of a State Court Library Supervisor to implement the policies of the Committee and have general supervision of the professional functions of all county law libraries.

The 110th Legislature passed An Act Relating to Law Libraries which contained the features recommended by the study, increased the funding of the law library system by $50,000 from $97,150 to $147,500, and provided for a position of State Court Library Supervisor. The Chief Justice appointed the members of the newly constituted State Court Library Committee and designated Justice Delahanty as its Chairman. The newly constituted committee met twice in 1981 and undertook steps to implement the new legislation. It agreed upon an initial allocation to the four tier libraries, and requested information from the various county law library committees on their financial status. It also appointed committee liaisons to meet with and become more familiar with the situation in each county law library location.

During 1981, all new appointees to the Judiciary were provided with the opportunity to attend judicial training courses.

Two new members of the Superior Court attended basic judicial training courses for trial court judges; two new members of the District Court attended courses with one relating to juvenile and family law, and the other covering a more comprehensive introductory format for judges of limited jurisdiction; and a new Supreme Judicial Court Justice attended an Appellate Judges' Seminar. A Superior Court Justice took part in a Seminar on Jury Court Trial Techniques and Problems at Harvard University. Three members of the District Court bench and one Superior Court Justice attended, respectively, The National Conference of Special Court Judges, and the National Conference of State Trial Judges. Two of the Regional Presiding Justices of the Superior Court attended a workshop on Managing Court Delay in the summer of 1981.

Judicial Department Committees. There are 19 functional committees within the Judicial Department. The purpose of these committees, which include judges, lawyers, and private citizens, is to assist the Chief Justice, the Supreme Judicial Court and the Chief Judge of the District Court in carrying out their respective responsibilities.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

JUDICIAL DEPARTMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,908,347	4,867,858			40,489	
Health Benefits	156,562	155,624			938	
Retirement	451,192	446,438			4,754	
Other Fringe Benefits	1,948	1,948				
Computer Services—State	32,415	32,415				
Other Contractual Service	4,655,835	4,638,451	921		16,463	
Rents	553,821	550,038			3,783	
Commodities	210,351	195,777	190		14,384	
Grants—Subsidies—Pensions	1,012,882	998,772			14,110	
Buildings and Improvement	65,102	33,108	22,550		9,444	
Equipment	130,562	78,400	37,133		15,029	
Transfers to Other Funds	705		11		694	
TOTAL EXPENDITURES	12,179,722	11,998,829	60,805		120,088	

ADMINISTRATIVE OFFICE OF THE COURTS

DANA R. BAGGETT, STATE COURT ADMINISTRATOR

Central Office: 66 Pearl Street, Portland *Telephone:* 775-1500
Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1975

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 425; *Citation:* 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.

3. Investigate complaints. Investigate complaints with respect to the operation of the courts.

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and, with the written approval of the Chief Judge of the District Court, in the District Court.

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and with the written approval of the Chief Judge of the District Court, for the District Court and serve as auditor of the Judicial Department.

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

9. Act as secretary. Act as secretary to the Judicial Conference.

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding calendar year.

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior Court and, at the request of the Chief Judge of the District Court, the District Court within each county; provide for a central clerk of court office at each county seat with satellite clerk in each court.

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for non-judicial personnel of the Judicial Department.

14. Perform duties and attend other matters. Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

ORGANIZATION: The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator, with the approval of the Chief Justice, and includes the following permanent positions: State Court Administrator; Regional Court Administrators (5); Fiscal Director; Research and Planning Director; Personnel Officer; Accountant; Assistant Accountant; Accounting Clerks (2); and Secretaries (2).

By statute, the office was created to serve the entire Judicial Department in the areas of caseflow management, statistics, facilities, personnel, training, liaison, systems management, fiscal management, budget, complaints, Judicial Conference and general support staff. These duties are enumerated in 4 M.R.S.A. § 17 and are performed under the supervision of the Chief Justice.

PROGRAM:

Personnel. Consultants were retained in late 1980 to review the Department's personnel system. They submitted their final recommendations in early March to the Supreme Judicial Court. The Court, as the departmental rule-making body for the Personnel System, implemented all the recommended changes which did not require legislative action.

A major recommendation of the study was that the Department's salary schedule be revised to reflect current market rates and to achieve parity with state employees in the Executive Branch. A suggested salary schedule accompanied the recommendation. An appropriation request was submitted to the 110th Legislature in January of 1982 to implement the proposed plan.

Non-Judicial Training. In 1981, the Department was very active in the area of non-judicial training. The range of training provided was considerable, varying from a one-day workshop given by departmental staff to a week-long course taught by national experts.

The Department's Electronic Recording Supervisor for the District Court presented a one-day workshop on electronic recording procedures at several regional locations for all District Court recording personnel.

The annual Clerks' Conference for all Clerks of Court was held jointly this year, with clerks from the Supreme Judicial, Superior, District and Administrative Courts meeting to discuss topics of common interest. The clerks separated into their respective court groups for more specialized training. The conferences lasted for one and a half days, and was very well received by all who attended. Individual department staff training was also actively pursued.

Court Forms Committees. Court Forms Committees for the Superior Court and District Court are appointed by the Chief Justice and the Chief Judge respectively, and are responsible for reviewing and revising court forms. Judges, regional court administrators, and clerks serve on these committees and spend considerable time researching, consolidating old forms, and drafting new forms. Their recommendations are reviewed by the Regional Presiding Justices (Superior Court forms) and the Chief Judge of the District Court (District Court forms), as well as other interested judges and clerks.

Trial Court Administration. In 1977, the Chief Justice and the Chief Judge of the District Court joined the monthly meetings of the Regional Presiding Justices of the Superior Court, the State Court Administrator and the Regional Court Administrators. The monthly meetings now encompass all trial court operations and their purpose is to discuss trial court operation problems, seek internal solutions to those problems and direct implementation of the course of action determined by the group. The Administration team meets as required with the Advisory Committee on Court Administration headed by Charles H. Abbott, Esq., as well as others involved with court operations to address and resolve specific issues.

There is a Regional Court Administrator for each of the three Superior Court judicial regions, as well as one Regional Court Administrator for each of the two District Court regions. These administrators are directly responsible to their Regional Presiding Justices and Chief Judge respectively, but also work closely with the State Court Administrator on issues of statewide significance.

Juror Utilization and Management Project. In 1979, the State of Maine was one of several states to be awarded a grant from the Law Enforcement Assistance Administration to conduct the Juror Utilization and Management Project. This national program was designed to encourage states to review their jury operations, and to develop and implement recommendations for improvements. During 1980 and 1981, a nationally respected court management consultant evaluated Maine's jury system and presented her findings and recommendations in a Final Report issued during the spring of 1981.

Records Storage. During 1981, it became evident that the problem of old records storage would have to be addressed, since both Superior Courts and District Courts were suffering from increasingly limited space in which to store court records dating back to 1930. A vacant building owned by the state on the Pineland Center campus in Pownal was located and approved for such use. As a result, over 2,000 boxes of court files were prepared in 49 court locations throughout the state, and in November, these files were transferred to Pineland Center. Since these old records are occasionally needed by the courts, an orderly retrieval system has been established to accommodate these requests.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1982: 4 MRSA, Sections 22 and 24 provides that expenditures of this unit, which amounted to $294,699 in FY 82, shall be borne by the Judicial Department and are, therefore, included in its financial display.

ADMINISTRATIVE COURT

EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

Central Office: 66 Pearl Street, Portland *Telephone:* 773-1035
Mail Address: Box 7260, Portland, Maine 04112

Established: 1963

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 281; *Citation:* 5 M.R.S.A., Sect. 2401

Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION: The Administrative Court was created by the Legislature in 1973 and is a statewide court. Prior to July 1, 1978, the Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies.

Effective July 1, 1978, the Legislature substantially expanded the jurisdiction of the Administrative Court. Now, other than in emergency situations, the Administrative Court has "..exclusive jurisdiction upon complaint of an agency or, if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and shall have original jurisdiction upon complaint of a licensing agency to determine whether renewal or reissuance of a license of that agency may be refused..".

There are two judges of the Administrative Court; the Administrative Court Judge and the Associate Administrative Court Judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature.

PROGRAM: Pursuant to P.L. 1977 Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. § 1151 et seq. and 5 M.R.S.A. §10051). Implementation of the expanded jurisdiction of the court necessitated a reorganization of its operations which resulted in creation of a clerk's position and two secretarial positions. The Associate Administrative Court Judge position created in 1977 was also filled as part of the implementation process.

A limited statistical reporting system was developed for the Administrative Court during July, 1978.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $150,761 in FY 82 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

BRUCE W. CHANDLER, CHAIRMAN, SECRETARY AND TREASURER

Central Office: AGC Building, Whitten Road, Augusta *Telephone:* 623-2464
Mail Address: P.O. Box 30, Augusta, Maine 04330

Established: 1899 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 291; *Citation:* 4 M.R.S.A., Sect. 801

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys and counselors at law and solicitors and counselors in chancery. After passing the examination and compliance with the statutes has been accomplished the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION: The Board is composed of 7 lawyers of the State and one representative of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court and they will hold office for terms of 5 years beginning on the first day of September of the year of appointment and ending on the last day of August of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The secretary of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applicants.

	July 79		Feb. 80		July 80		Feb. 81		July 81		Feb. 82	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants taking exam	136	13	45	14	146	14	24	15	128	21	35	29
Number passing exam	91	8	26	13	133	12	13	11	109	17	25	24

In its efforts to discharge its statutory duties the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;

and the

4. the relationship of a law school education to the bar examination; and the
5. effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.:
Certificate:
Recommending Admission to the Bar

PUBLICATIONS:

Sample questions from prior examinations	($5.00/set)
Pamphlet of Rules of the Board	(free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,070		6,070			
Other Contractual Service	28,546		28,546			
Transfers to Other Funds	1,266		1,266			
TOTAL EXPENDITURES	35,882		35,882			

STATE COURT LIBRARY COMMITTEE

THOMAS E. DELAHANTY, CHAIRMAN

Central Office: Portland, Maine
Mail Address: Box 4820, D.T.S., Portland, Maine 04112
Established: 1981
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 447; *Citation:* 4 M.R.S.A., Sect. 191

NOTE: A summary describing the Committee's purpose, organization and program is included in the Judicial Department "Program" section.

FINANCES, FISCAL YEAR 1982: 4 MRSA, Chap. 6 provides that expenditures of this unit, which amounted to $43,482 in FY 82, shall be borne by the Judicial Department and are, therefore, included in its financial display. For FY 82, $50,000 was appropriated with the condition that any unexpended balances on June 30, 1982, should not lapse, but carry forward to the next fiscal year, to be used for the purpose of this chapter. Of the $50,000 available funds for FY 82, $43,482 was spent during the year for the purpose intended in this chapter, leaving a year end balance of $6,518.

DISTRICT COURT FOR THE STATE OF MAINE

BERNARD M. DEVINE, CHIEF JUDGE

Central Office: Butler St., Springvale *Telephone:* 324-9292
Mail Address: Box 95, Springvale, Maine 04083

Established: 1961

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 279; *Citation:* 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The court has original jurisdiction in non-felony criminal cases and ordinance violations, can accept guilty pleas in felony cases, and conducts probable cause hearings in felony cases. The court has concurrent jurisdiction with the Superior Court in divorce cases and civil cases involving less than $20,000. The District Court is the small claims court (for cases involving less than $800) and the juvenile court. In addition, the court hears mental health, forceable entry and detainer, quiet title, and foreclosure cases.

There are 21 judges of the District Court: the Chief Judge, who is appointed by the Chief Justice of the Supreme Judicial Court, six judges-at-large who serve throughout the state, and 14 judges who sit within the 13 districts of the court. The judges must be lawyers and are appointed by the Governor, for seven-year terms, with the consent of the Legislature.

Upon retirement, a District Court judge may be appointed an Active Retired Judge by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Judge, an Active Retired Judge has the same authority as an active judge.

PROGRAM:

District Court Statistical Reporting System. The District Court Statistical Reporting System was closely monitored and evaluated by the District Court Statistics Committee, resulting in a revised data collection format to be implemented on January 1, 1982.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163(3), $3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court....". Monies in this fund are carried forward from year to year.

The balance forwarded from fiscal year 1981 was $46,891. The addition of $36,000 for fiscal year 1982 brought the total available funds to $82,891. Of this amount, $60,806 was spent during the year for District Court renovation, and office equipment, leaving a year-end balance of $22,085.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $5,244,897 in FY 82 and are, by administrative decision, included with those of the Judicial Department.

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

T. HEDLEY REYNOLDS, CHAIRPERSON
DAVID D. GREGORY, Executive Secretary

Central Office: Portland, Maine *Telephone:* 780-2211
Mail Address: P.O. Box 8058, Portland, Maine 04104

Established: 1978 *Sunset Review Required by:* 0000

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276J; *Citation:* Judicial Order 1978, No. SJC-109

PURPOSE: The Supreme Judicial Court created the Committee on Judicial Responsibility and Disability by court order dated June 26, 1978, effective July 5, 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, except in the case of judges of probate only the first three canons apply.

ORGANIZATION: The Committee on Judicial Responsibility and Disability consists of seven members appointed by the Supreme Judicial Court. Two members are either active or active retired justices of the Superior Court, active or active retired judges of the District Court, or active judges of probate. Two members are attorneys at law admitted to practice in the State of Maine, and three members are representatives of the general public of the State of Maine. The public and attorney members are appointed by the Supreme Judicial Court upon the recommendation of the Governor.

PROGRAM: Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts stated appear to come within its authority, a copy of the complaint is submitted to the judge involved for his response, followed by an investigation and decision on whether an evidentiary hearing is necessary. The Committee cannot impose disciplinary sanctions. Its findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court and thereafter, the matter is in the hands of the Court.

The Supreme Judicial Court acted upon a recommendation for discipline and reviewed the Committee's jurisdiction and procedures in *In the Matter of Ross,* 428 A.2d 858 (1981).

PUBLICATIONS:

The Committee has available for distribution a booklet containing the Committee's rules and all of the orders of the Court affecting the Committee's jurisdiction and procedure. Copies are available upon request.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $27,437 in FY 82 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF OVERSEERS OF THE BAR

MADELEINE R. FREEMAN, CHAIRPERSON
MARY C. JOHNSON, Executive Secretary

Central Office: Whitten Road, AGC Building *Telephone:* 623-1121
Mail Address: P.O. Box 1820, Augusta, Maine 04330

Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276B; *Citation:* Judicial Order 1978, Law Docket #4890

PURPOSE: The purpose of this Board is to act, on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in the disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

ORGANIZATION: The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

PROGRAM: This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

PUBLICATIONS:
"Legal Fee Arbitration" (Procedures and rules governing the Fee Arbitration Commission of the Board of Overseers of the Bar)

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend state funds. All receipts and income are derived from registration fees paid by attorneys pursuant to order of the Supreme Judicial Court, except for a modest sum paid by the Board of Bar Examiners on account of certain administrative and clerical services performed on its behalf. All disbursements and expenditures are made pursuant to budget approved by the Supreme Judicial Court.

SUPERIOR COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 775-5851
Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1930 *Sunset Review Required by:* No Sunset Data for this Submission

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 278; *Citation:* 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. This means the court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the jurisdiction of the Supreme Judicial Court sitting as the Law Court or within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. In addition, justices of this court hear appeals from District Court in some criminal, juvenile and divorce cases, and appeals from the Administrative Court.

There are 14 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. For administrative purposes, the State is divided into three regions, and the Chief Justice appoints a Regional Presiding Justice for each region.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

PROGRAM: Full documentation of the computerized statistical reporting system for Superior Court was completed during 1981 to enable review of the twelve reporting programs. Minor changes were made to several programs, and the civil caseflow time report was considerably revamped to provide more meaningful information. In addition, review of the criminal statistical reporting forms led to the development of a new form, to be implemented on January 1, 1982.

FINANCES, FISCAL YEAR 1982: 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $4,788,351 in FY 82 shall be borne by the Judicial Department, and are, therefore, included in its financial display.

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 775-0577
Mail Address: Box 4910 DTS, Portland, Maine 04112

Established: 1820 *Sunset Review Required by:* No Sunset Data for this Submission

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276; *Citation:* 4 M.R.S.A., § 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of the Public Utilities Commission and the Workers Compensation Commission's Appellate Division, interlocutory criminal appeals, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to hear non-jury civil actions, except divorce or annulment of marriage, and can be assigned by the Chief Justice to hear Superior Court cases in general, including post-conviction matters. In addition, single justices handle both admission to the bar and bar disciplinary proceedings. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences of one year or more.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. In 1982 the Law Court held terms for oral argument in Bangor in May and November and in Portland in January, March, June and September.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

PROGRAM: Sitting as an "Appellate Division," three Justices of the Supreme Judicial Court hear appeals of criminal sentences of one year or more. The time and places of holding the six sessions of the Law Court are determined by the Chief Justice, and announced before December 1st of each year.

Judicial Conference of Maine. The Fourth Maine Judicial Conference was held on October 30-November 1 at Sebasco Lodge in Phippsburg. Pursuant to 4 M.R.S.A. § 471, all Maine judges and justices convened to advise and consult with the Supreme Judicial Court and the Chief Justice on matters affecting the administration of the Judicial Department.

LICENSES, PERMITS, ETC.:
Admission to Practice—Attorney At Law, 4 M.R.S.A. § 801

FINANCES, FISCAL YEAR 1982: 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $1,230,911 in FY 82, shall be borne by the Judicial Department and are, therefore, included in its financial display.

JUDICIAL COUNCIL

VINCENT L. McKUSICK, CHIEF JUSTICE
STATE OF MAINE CHAIRMAN, EX OFFICIO
MURROUGH H. O'BRIEN, Executive Secretary

Central Office: 408 Fore St., Portland — *Telephone:* 772-2834
Mail Address: 408 Fore Street, Portland, Maine 04112
Established: 1935 — *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 356; *Citation:* 4 M.R.S.A., Sect. 451
Average Count—All Positions: 0 — *Legislative Count:* 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State of Maine, the work accomplished and the results produced by that system and its various parts.

The Judicial Council reports biennially on or before the first day of December to the Governor on the work of the various branches of the judicial system and also submits for the consideration of the justices of the various courts suggestions with regard to law or practice and procedure. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice Sentencing Institute.

ORGANIZATION: The organization of the Judicial Council consists of the following: the Chief Justice of the Supreme Judicial Court (Chairman, ex officio), the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, two Justices of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laypersons, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets in consultation session five to six times a year, usually in Augusta, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. At the present time, the Council is concerned with the problem of the jurisdiction of the courts, with ways in which to reduce court costs and delay, and with the increasingly pressing problem of court facilities.

The Judicial Council prepares legislation to implement reforms and has appeared before legislative committees in support of this legislation and in connection with other legislation affecting the courts.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $6,011 in FY 82 and are, by administrative decision, included with those of the Judicial Department.

COMMITTEE TO MONITOR IMPLEMENTATION OF THE JUVENILE CODE

MICHAEL SAUCIER, CHAIRPERSON
LISA KAVANAUGH, COMMITTEE STAFF

Central Office: 124 State St., Augusta *Telephone:* 623-4832
Mail Address: 124 State Street, Augusta, Maine 04333

Established: September 14, 1979 *Sunset Review Required by:* September 30, 1981

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 410; *Citation:* 15 M.R.S.A., Sect. 3601

PROGRAM: This unit did not submit an individual report.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

DEPARTMENT OF LABOR

WILLIAM R. MALLOY, COMMISSIONER

Central Office: 20 Union Street, Augusta *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1971 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168; *Citation:* 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 802 *Legislative Count:* 48

Organizational Units:

Bureau of Employment Security
Employment Security Commission
Bureau of Labor
Maine Occupational Information Coordinating Committee
Maine Labor Relations Board
State Employment and Training Council
Department of Labor Advisory Council
Office of Maine CETA
Division of Planning and Program Services

PURPOSE: The Department of Labor was established to achieve the most effective utilization of the labor resources in the State by developing and maintaining an accountable State employment and training policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individual to improve his economic status.

The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide services for all workers and employers in the State who desire assistance and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. To further harmonious labor-management relations and provide occupational training for the unemployed and underemployed are final concerns of the Department.

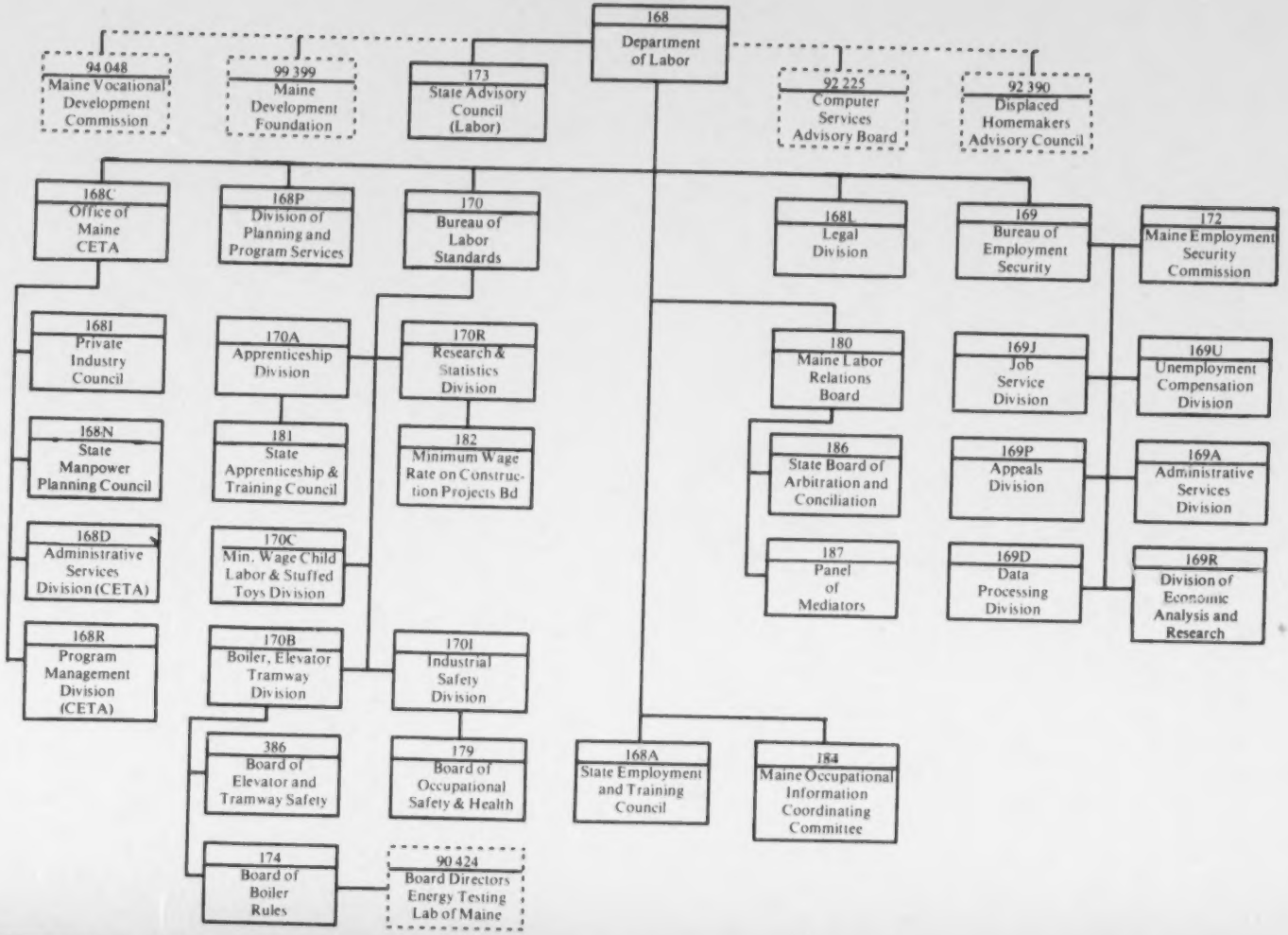
ORGANIZATION: The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various employment and training related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor Standards, functioning since 1873; the Maine Labor Relations Board, established in 1972; the State Employment and Training Council and the Maine Occupational Information Coordinating Committee, both established in 1979; the Office of Maine CETA, functioning since 1974; and the Division of Planning and Program Services established in 1979.

PROGRAM: The long-range goal of the Department of Labor is to further consolidate the functions and activities of the interrelated component of organizational units.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF LABOR (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	30,000	30,000				
TOTAL EXPENDITURES	30,000	30,000				

ORGANIZATIONAL CHART
DEPARTMENT OF LABOR
UMB 12



CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF LABOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,853,235	853,483	120,237		10,879,515	
Health Benefits	380,701	21,432	19		359,250	
Retirement	1,757,267	130,092	18,690		1,608,485	
Other Fringe Benefits	11,088	1,789			9,299	
Computer Services—Comm	54,882				54,882	
Computer Services—State	140,686	7,774			132,912	
Other Contractual Service	2,268,516	169,965	61,846		2,036,705	
Rents	887,709	11,499	4,421		871,789	
Commodities	349,843	5,745	229		343,869	
Grants—Subsidies—Pensions	89,597,488	45	381,122		16,460,061	72,756,260
Equipment	494,978	986	2,511		491,481	
Transfers to Other Funds	198,664		1,203		197,461	
TOTAL EXPENDITURES	107,995,057	1,202,810	590,278		33,445,709	72,756,260

ADMINISTRATIVE SERVICES DIVISION

LESLIE G. TRASK, DIRECTOR
JAMES K. DIONNE, Assistant Director

Central Office: 20 Union Street, Augusta *Telephone:* 289-3516
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1940 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169A; *Citation:* 26 M.R.S.A., Sect. 1041

PURPOSE: The Administrative Services Division of the Bureau of Employment Security is the Fiscal Unit for the Bureau. It provides personnel, office services and fiscal management support to all divisions of the Bureau.

ORGANIZATION: The Administrative Services Division is comprised of a division director, fiscal management, personnel management and office services division.

PROGRAM: The following are the major programs of this division:

Personnel Management. The goal of the Personnel Management unit is to maintain a close working relationship with the State Personnel Agency. Responsibilities of the personnel management system include the following: (1) Bureau job classification and pay structure, (2) Bureau staffing processing (hiring, promotions, transfers, etc.), (3) Staff training and career development, (4) Employee performance appraisal systems, (5) Employee discipline, grievances, and union-management relations.

Financial Management. The duties and responsibilities of this unit are as follows: Prepare Federal and State budgets according to their respective guidelines; maintain accounting records for all income and expenditures, submit reports, etc., according to Federal and State guidelines for all programs within the Bureau of Employment Security; prepare the payroll and maintain payroll records; prepare and maintain leases for all the various locations throughout the State; provide technical assistance to all the divisions within the Bureau.

Office Services. This unit is responsible for the stockroom, printing, and mailroom. The duties of these units are stated briefly as follows:

Stockroom: This is where the inventory of all forms and office supplies is maintained. Supplies and forms are received in from vendors and, in turn, are sent out to various divisions and local offices as they are requisitioned.

Printing Section: The majority of forms, booklets, envelopes, etc., that are used by the Bureau of Employment Security are printed here.

Mailroom: All the incoming mail is received here and distributed to the proper locations. All of the outgoing mail, including benefit checks, is processed by this unit.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $750,447 in FY 82 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1982.

ADMINISTRATIVE SERVICES DIVISION (CETA)

VACANT, DIRECTOR
DANA DEVOS, BUSINESS MANAGER

Central Office: AMHI—Old Nurses Bldg., Augusta *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333
Established: 1974 *Sunset Termination Starting by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168D; *Citation:* Exec. Order 1 FY 80

PURPOSE: The Administrative Services Division of the Office of Maine CETA is the Fiscal Unit for the agency. It develops and maintains accounting and financial reporting systems and procedures that meet both state and federal requirements. The division also is responsible for the following functions and activities: procurement, property management, contracting, auditing, central records management, and automated information systems.

ORGANIZATION: The Administrative Services Division was reorganized in October 1981, as one of two major divisions in the agency.

PROGRAM: Throughout the year the Administrative Services Division maintained the accounting and fiscal reporting systems for the Office of Maine CETA. The Division also performed its administrative functions as listed in the purpose of this report.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $10,270,000 in FY 82 and are, by administrative decision, included with those of Office of Maine CETA.

STATE ADVISORY COUNCIL (Labor)

WILLIAM R. MALLOY, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330 *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 173; *Citation:* 26 M.R.S.A., Sect. 1082
Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not mre than six members, and further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and general public.

PROGRAM: The State Advisory Council held six meetings during fiscal year 1982, to discuss departmental policies and problems relating to the Employment Security Law.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $1,332 in FY 82 and are, by administrative decision, included with those of Maine Department of Labor, Bureau of Employment Security.

APPEALS DIVISION

JAMES J. GEORGE, JR., DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-3961
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1938 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169P; *Citation:* 26 M.R.S.A., Sect. 1082

PURPOSE: The purpose of the Appeals Division is to hear and decide disputed claims under the several Unemployment Insurance Programs, and adjudicate complaints of violations of the Federal Regulations dealing with the Woods Program.

ORGANIZATION: Initially, in 1938, the Appeals Division consisted of four employees. There are currently sixteen (16) positions, with the division utilizing dictating and word processing equipment.

PROGRAM: During the fiscal year ending June 30, 1982, the teleconference equipment was used in a number of hearings where both parties could not be physically present at the hearing. This greatly reduced the number of instances where it was necessary to conduct two separate hearings and assured "due process" in adjudication. The division has lost the services of two adjudication officers and two clerical positions, due to Federal budget cuts.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $431,520 in FY 82 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1982.

APPRENTICESHIP DIVISION

FRANK LOCKHART, DIRECTOR OF APPRENTICESHIP STANDARDS

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1943 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170A; *Citation:* 26 M.R.S.A., Sect. 41

Average Count—All Positions: 3 *Legislative Count:* 5

PURPOSE: The Apprenticeship Division is responsible for maintaining correct and up-to-date files on current registered apprenticeship programs and current registered apprentices. The Division assists employers, groups of employers, local unions and committees of employers and employees to establish and maintain apprenticeship programs. The Division cooperates with the Department of Education to establish courses of related training for registered apprenticeships. The Division fieldman is required to personally visit establishments that request an apprenticeship program to determine what trade or trades and any other necessary criteria the employer may need to successfully implement an apprenticeship program. Periodically the fieldman will visit the establishment after the program has been instituted.

ORGANIZATION: The Maine State Apprenticeship Council was established by act of the Legislature in 1943. In 1979 the name of the Council was changed by act of the Legislature to the Maine State Apprenticeship and Training Council. The Council is recognized by the U.S. Department of Labor as the registration agency for federal purposes of apprenticeship programs. The Councils' Rules and Regulations have been approved by the U.S. Secretary of Labor as being in compliance with the Code of Federal Regulation Title 29 Part 29 and Title 29 Part 30. The Apprenticeship Division exists to implement the directives of the Council.

PROGRAM: The field representatives visited 104 establishments to assist employers with existing programs and to help employers implement new apprenticeship programs. The staff registered 16 new apprenticeship programs and cancelled 4 apprenticeship programs at the request of the establishments. There were 326 new apprentices registered and 202 apprentices received their Certificates of Completion from the Council.

LICENSES, PERMITS, ETC.:
The staff is responsible in preparing the documents that constitute the Standards of Apprenticeship and the Certificates of Completion that are issued to graduate apprentices.

PUBLICATIONS:
There are various publications that the Federal Bureau of Apprenticeship and Training supply the Division with that are free.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $90,728 in FY 82 and are, by administrative decision, included with those of Bureau of Labor Standards.

STATE APPRENTICESHIP AND TRAINING COUNCIL

RUSSELL A. WEBB, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1943 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 181; *Citation:* 26 M.R.S.A., Sect. 1002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Apprenticeship and Training Council was established to provide to employers, a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship, registering and maintaining records of apprenticeship programs and apprentice agreements, and issuing certificates of completion to apprentices satisfactorily completing their training after periods of one to four years, designating the individual as a journeyman in a trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Department of Educational and Cultural Services, to provide supplemental instruction, and the Veterans Administration, in approving apprenticeship training for veterans.

ORGANIZATION: The Council is composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chairman and secretary. The budget of the

Council is incorporated in the overall budget of the Bureau of Labor Standards. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The Associate Commissioner of Vocational Education, the Commissioner of Labor and the Director of the Bureau of Labor Standards are ex officio Council members without vote.

PROGRAM: Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

Pertinent statistics for fiscal year 1981/1982 are as follows:

Apprenticeship	
New Programs Registered	16
Programs cancelled	4
Total Programs to July 1, 1982—309	
New Apprentices Registered	326
Apprentices Reinstated	0
Apprentices Completed	213
Apprentices Cancelled	183
Apprentices Suspended	0
Total Apprentices as of July 1, 1982—1,722	

LICENSES, PERMITS, ETC.:

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship and Training Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

FINANCES, FISCAL YEAR 1982: 26 MRSA, Sect. 1022 provides that expenditures of this unit, which amounted to $1,070 in FY 82, shall be borne by the Bureau of Labor Standards and are, therefore, included in its financial display.

STATE BOARD OF ARBITRATION AND CONCILIATION

JOSEPH CHANDLER, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2016
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1909 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 186; *Citation:* 26 M.R.S.A., Sect. 911

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It may mediate or arbitrate in the public sector. It serves as a Board of Inquiry, as a Board of Conciliation, or as a Board or Arbitration with power to inquire and to investigate labor-management disputes in the private sector. Furthermore, the Board has the authority to subpoena either party to a dispute.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

PROGRAM: The Maine Board of Arbitration and Conciliation had a FY 82 caseload of 43 matters. These included 2 fact-findings, 1 interest arbitration, 36 arbitration cases, and 4 conciliations. It is anticipated that the workloand will increase both in number and complexity as employees become more familiar with the arbitration process as a means of equitable work-problem resolution.

General expenses have continued to increase with inflation and the travel costs associated with serving all regions of the State. As expressed in the report for FY 1981, we continue with our concern for stretching meager resources in order that we might be able to continue to service all areas of the State. We believe it important to offer our services in all situations where they are sought as this Board is the only dispute resolution facility available to some parties, whether by contractual or financial constraints.

A sampling of the issues addressed by the Maine Board of Arbitration and Conciliation during the past year indicates the following:

1. Suspension
2. Discharge
3. Working out of Classification
4. Holiday Accumulation
5. Open Shift
6. Pay Increase
7. Reclassification
8. Discipline
9. Shifts
10. Agency Shop
11. Overtime
12. Discrimination
13. Termination
14. Wage Differential
15. Recognition Clause
16. Past Practice
17. Hours
18. Arbitrability
19. Administrative Time Off
20. Scheduling
21. Vacations
22. Holidays
23. Subcontracting

The average case took 2.09 days. This is a decrease over the previous year due to the fact that the Board has had more single arbitrator and conciliation cases which consumed few man-days. We predict greater use of the Board for fact-finding and/or interest arbitration in coming years.

The authorization for and the addition of new bargaining units and greater use of attorneys by management agencies in the collective bargaining arena now results in some cases being more time-consuming. This requires additional involvement by the Board, not only in the labor relations process itself but also in time spent in more lengthy types of hearings. It is anticipated that the increasing need for services and greater utilization of the various services provided by the Board will increase the workload in the future.

Events of this past year have shown that the State has a great stake in attempting to help labor and management reach early settlement of their disputes. The public sector, especially, indicates this in the reduction-in-force (RIF) and seniority problems being raised. On the one hand, methodology for solutions in the public sector is quite concise. Conversely, in the private sector the Federal government preempts much of the action, especially in some of the larger industries. There is no reason the State cannot provide assistance for up-coming contract negotiations. Thus, the role of the Panel of Mediators and the Board of Arbitration and Conciliation becomes more important now that the Federal Mediation and Conciliation Service has closed its Maine office. In the past this Board was involved in many instances where strikes in the private sector were materially shortened as the result of proposals by this Board.

FINANCES, FISCAL YEAR 1982: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit, which amounted to $8,106 in FY 82, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

BOILER, ELEVATOR, TRAMWAY DIVISION (LABOR)

ROBERT P. SULLIVAN, CHIEF INSPECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1935 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170B; *Citation:* 26 M.R.S.A., Chapter 5, Subchapter II; Sec. 471-490-G

Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The purpose of this Division is to protect the citizens and visitors of the State from unnecessary mechanical hazards in the operation of boilers, elevators and tramways by ensuring that reasonable design and construction are used; accepted safety devices are provided for; personnel employed in the installation, repair, inspection and operation are trained and qualified; periodic maintenance, inspections and repairs are made which are deemed essential for their safe use; and that the statutes and rules formulated by the Board of Boiler Rules and the Elevator and Tramway Safety Board are enforced.

ORGANIZATION: The Boiler Division was established within the Department of Labor and Industry in 1935. The Elevator Division was established within the Department in 1951. In 1953 the Boiler Law was expanded to include boilers in schools and those owned by municipalities and provision to qualify and certify welders. In 1968 the supervising elevator inspector was also appointed chief boiler inspector and has remained so to the present. In 1968 the licensing of elevator mechanics was added to the elevator law. Manlifts and escalators were added to the elevator statutes in 1973. In 1977 the tramway law, which had been administrated by the Bureau of Parks and Recreation, Department of Conservation, was merged with the elevator law. All inspectors within the Division are qualified to inspect boilers, elevators and tramways.

PROGRAM: The Boiler, Elevator, and Tramway Division's objective is to assure that those items as specified in the Statutes are constructed, installed, repaired, altered, used and operated in a safe manner. The inspection program has many segments to accomplish the above objectives. In the past year legislation was introduced and passed which changed the required frequency of semi-annual elevator inspections with strong reference to provide follow-up inspections for those elevators found not in compliance with Elevator and Tramway Safety Board's rules.

Three Inspectors left the Division in the past year and two Inspectors were hired, thus the year was spent with considerable time and expense on initial training. The Staff became involved in more technological aspects of the Division concern than previous years, such as welding, non-code boiler construction, ski-lift construction, improper boiler operating practices and new personnel lift devices.

The Staff had participated in two seminars, one on alternate fuels and one on welding. The Staff administered Engineer and Boiler Operator Examinations at 16 locations in the State, thus eliminating the need for a great many applicants to travel to Augusta.

The past year has shown that the technological advances in the fields the Division has responsibility in requires that up-to-date information and training must be available. The Division, to meet the challenges of these advances must set goals which will provide guidance, training and resources. A change in the inspection frequency for elevator inspection is a short range goal attempt to place the Staff's time where they can be more effective. The long range goal will be to develop within the Division training program guide lines and information resources to help those in the private sector meet statutory requirements.

Pertinent statistics for the fiscal year ending June 30, 1982 are as follows:

Boilers: approximately 3,000 in Maine are covered by The Statutes	
Insurance Company Inspection Reports	3,617
State Inspection Reports	254
Inspection Certificates issued	3,094

Welders' Tests examined	296
Welders' Certificates renewed and/or issued	839
Boiler Inspectors Certificates issued	16
Engineers & Boiler Operators Examined	565
Engineers & Boiler Operators License renewed and/or issued	1,295
National Board Shop Survey	9
Total Income:	$41,044.50

Elevators and Tramways: approximately 1,800 in Maine are covered by The Statutes

Elevator Inspection Reports	1,846
Escalator Inspection Reports	6
Manlift Inspection Reports	6
Inspection Certificates issued	1,425
Elevator Safety Test Reports	440
New Elevators Installed	62
Elevator Mechanics Examined	0
Elevator Mechanic License renewed or issued	87
Elevator Plans approved	70
Tramway Inspection Reports	122
Tramway Certificates issued	54
New Tramways installed	3
Total Income	$57,896.00

LICENSES, PERMITS, ETC.:
Boiler Inspection Certificates
Boiler Inspectors Certificate of Authority
Boiler Operators License
Boiler Engineer License
Welders Certificate of Qualification
Elevator Inspection Certificate
Tramway Inspection Certificate
Elevator Inspectors Certificate of Authority
Tramway Inspectors License
Wire Rope Inspector Qualification
Elevator Mechanics License

PUBLICATIONS:
Boiler Rules and Revised Boiler Law ($1.00)
Elevator and Tramway Rules of Maine (Free)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $135,409 in FY 82 and are, by administrative decision, included with those of Bureau of Labor Standards.

BOARD OF BOILER RULES

MARVIN W. EWING, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 174; *Citation:* 26 M.R.S.A., Sect. 171

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Boiler Rules was established to promulgate rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the

statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

ORGANIZATION: There have been boiler laws in Maine since 1850. In 1931 the Board of Boiler Rules was established within the Department of Labor & Industry. Today the Board is operating in the Bureau of Labor Standards which is a subsidiary of the Department of Labor.

PROGRAM: The Board of Boiler Rules met twice during Fiscal Year 1982. The Board heard two appeals to permit boilers over 15 years of age to be brought into the State if certain criteria were met. The Board held a hearing upon a request to adopt rules concerning the presence of a Boiler Operator in boiler rooms, based on the oral and written statements, the Rule was not adopted. The Board reviewed the planned installation of two fluid organic boilers in the State and ruled these boilers must meet the Fluid Organic Boiler Section of the Boiler Rules.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $1,569.68 in FY 82 and are, by administrative decision included with those of the Bureau of Labor Standards.

OFFICE OF MAINE CETA

J. E. LYONS, EXECUTIVE DIRECTOR

Central Office: Old Nurses Bldg.—AMHI *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333
Established: July 11, 1979 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168C; *Citation:* Exec. Order 1 FY 80
Average Count—All Positions: 107 *Legislative Count:* 0

PURPOSE: This office is responsible to administer grants received by the State from the Comprehensive Employment and Training Act (CETA). These grants include Title II-B & C, Title III, Title IV, and Title VII. Programs funded under these grants are designed to provide training and employment opportunities to increase the earned income of economically disadvantaged, unemployed or underemployed residents of the following counties: Androscoggin, Aroostook, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo, Washington, and York. The office established a flexible, coordinated, and decentralized system of federal, State, and local programs so that services lead to maximum employment opportunities and enhance self-sufficiency of the disadvantaged. The office also provides coordination of programs under CETA with other social service, employment and training related programs, economic development, community development, and related activities, such as vocational education, vocational rehabilitation, public assistance, self-employment training, and social service programs.

ORGANIZATION: From 1974 to 1979 the Office of Maine CETA was called the Office of CETA Planning and Coordination, and it was structurally within the Executive Department. In July of 1979, Governor Brennan renamed the office and placed it under the Department of Manpower Affairs with an Executive Order.

PROGRAM: The Title II-B & C program provides training activities primarily through subcontracts with community organizations, and through direct delivery by staff of the Office of Maine CETA. The program includes classroom training, on-the-job training, and work experience programs for economically disadvantaged youth and adults. Title III programs provide demonstration grant monies for pilot projects such as special training for offenders. The Title IV program establishes a broad range coordinated employment and training program for

economically disadvantaged youth. Title VII authorizes activities to increase the involvement of the private sector employers in the employment and training of the economically disadvantaged.

Fiscal Year 1982 was distinguished by continued budget cutting at the National level. The total reduction in Title II-B & C, Title IV, and Title VII amounted to twenty percent (20%) of funding.

Related development include a reorganization of the service delivery community. The Office of Maine CETA has moved from an exclusive delivery network in each of its twelve (12) counties, to a single contracted, comprehensive deliverer in Androscoggin, Franklin, and Oxford counties; in Knox, Lincoln, Sagadahoc, and Waldo counties; and in Aroostook County. The Office of Maine CETA is delivering services directly in Kennebec, Somerset, Washington and York Counties.

The Office of Maine CETA continues to receive recognition from the Department of Labor for its effective management of programs, for the quality of participant experiences following enrollment in CETA, and for the cost efficiency of its programs relative to other CETA prime sponsors in New England.

PUBLICATIONS:

The Office of Maine CETA publishes a Comprehensive Employment and Training Plan (CETP) each year which details the agency's methods of administration and management as well as the specific program plans for the subsequent fiscal year. It is a public document available to anyone by writing the Executive Director, Office of Maine CETA, Statehouse Station #55, Augusta, Maine 04333, or by calling (207) 289-3375.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF MAINE CETA	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,754,976				1,754,976	
Health Benefits	58,415				58,415	
Retirement	256,289				256,289	
Other Fringe Benefits	1,447				1,447	
Computer Services—Comm.	2,088				2,088	
Computer Services—State	61,227				61,227	
Other Contractual Service	432,788				432,788	
Rents	53,000				53,000	
Commodities	40,433				40,433	
Grants—Subsidies—Pensions	7,909,514				7,909,514	
Equipment	4,457				4,457	
Transfers to Other Funds	91,217		—2		91,219	
TOTAL EXPENDITURES	10,665,851		—2		10,665,853	

DATA PROCESSING DIVISION

ROGER N. EDWARDS, DIRECTOR
PAUL W. GRAY, Analyst Programmer III

Central Office: 20 Union Street, Augusta *Telephone:* 289-3168
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1965 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169D; *Citation:* 26 M.R.S.A., Sect. 1041

PURPOSE: The purpose of this Division is to provide a total data processing service for the Bureau. It includes but is not limited to large scale computer operations, telecommunications, systems/programming, consulting, distributive data processing, data quality control, tape and disk media libraries, computer assisted data entry, operating and proprietary software support, and all appropriate activities associated with the generation and maintenance of these services.

ORGANIZATION: The Data Processing Division is composed of a Director, and a staff of 16 Analyst Programmers, 5 Data Entry Technicians, 8 Computer Operators, and 2 Data Quality Control Specialists.

PROGRAM: The Data Processing Division is a support unit for the other Divisions in the Bureau.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $1,055,388 in FY 82 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1982.

DIVISION OF ECONOMIC ANALYSIS AND RESEARCH

RAY A. FONGEMIE, DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-2271
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1939 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169R; *Citation:* 26 M.R.S.A., Sect. 1082

PURPOSE: The Division of Economic Analysis and Research is responsible for developing and maintaining state and area labor market and occupational information programs, and providing the Bureau with economic, management, and actuarial analyses for overall program planning and delivery.

ORGANIZATION: The Manpower Research Division was renamed the Division of Economic Analysis and Research in September, 1981. The Division is organized in four distinct organizational units called sections. The names of the sections within the Division have not changed. They are (1) Data Systems and Operations Review, (2) Labor Market Evaluation and Planning, (3) Occupational Out-look and Job Information, and (4) Labor Market Information Field Services. The last section just cited consists of staff stationed in three different areas in the State serving the needs of the public and private sectors for local labor market analysis.

PROGRAM: The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of users in

both the public and private sectors. Data is published as developed and used in functional analyses and studies prepared to assist policy makers and managers in social, economic, and business planning.

Labor Force, Industry Employment Statistics. Survey results were processed, and estimates developed monthly regarding employment and wages by industry for the State and the Portland and Lewiston-Auburn Standard Metropolitan Statistical Areas. Labor force estimates, including the number of people employed and unemployed, were developed by month on a current basis for each of Maine's thirty labor market areas.

Occupational Statistics. Research was conducted to determine staffing patterns and wages in Maine's nonmanufacturing industries. Wage surveys were made covering occupations in the Maine pulpwood and logging industry. Results were published, disseminated, and incorporated in the management and delivery of other programs. Labor supply and demand analyses were conducted. The Maine Occupational Coordinating Committee's Career Information Delivery System computer files were updated.

Job Search. Informational materials on Maine occupational licensing, specific job requirements, location of jobs by place and industry, and job-finding methods were developed. The job search information was provided to counselors and job placement specialists and targeted to all job seekers.

Labor Market Information Field Services. Staff was maintained at the Bureau's local offices in Lewiston and Bangor to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's thirty labor market areas. Monthly economic newsletters were prepared covering the larger labor market areas. Maine employers were assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and for business planning. Special impact analyses were conducted in response to sudden changes in industry employment. Industry trends and outlook with occupational information were prepared for each county.

Management Information. A series of monthly analyses and reports were made to the Director of the Bureau on the activities of the Job Service and Unemployment Compensation programs. Research was conducted on proposals and legislative documents associated with the Employment Security Law. Actuarial research was conducted providing projections of the Unemployment Compensation Fund under various economic assumptions. Other economic projections were made for workload planning.

PUBLICATIONS:

1. Maine Labor Market Digest
2. Women and Minority Labor Force in Maine
3. Directory of Labor Market Information
4. Maine Occupational Licensing Requirements
5. Maine Occupational Outlook to 1990
6. Maine Occupational Staffing Patterns by Industry
   a. Wholesale and Retail Trade, Public Utilities, and Selected Transportation Industries
   b. Manufacturing
   c. Selected Nonmanufacturing Industries
   d. Government
   e. Railroads, Trucking and Warehousing, and Transportation by Air
7. Maine Occupational Wages
   a. Manufacturing Industries
   b. Selected Nonmanufacturing Industries
8. Technical Services Monographs
9. Monthly Labor Market Information Newsletters
10. Annual Planning Information Reports, Statewide and for All Maine Counties

Various minimal fees are assessed for some of the above publications. These fees are based on printing and handling of charges only.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $884,017 in FY 82 and are, by administrative decision, included with those of Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1982.

BOARD OF ELEVATOR AND TRAMWAY SAFETY

MARVIN W. EWING, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 a Board of Elevator Rules and Regulations was established under the then, Department of Labor and Industry. National standards for new elevators were adopted and rules were promulgated for existing elevators.

The Passenger Tramway Safety Board was created in 1961 and operated until October 1977 under the Bureau of Parks and Recreation, Department of Conservation. The 108th Legislature passed legislation merging the Board of Elevator Rules and Regulations and the Passenger Tramway Safety Board to form the Board of Elevator and Tramway Safety within the Department of Manpower Affairs. In 1981 the Department of Manpower Affairs was changed to Department of Labor.

PROGRAM: The Board of Elevator and Tramway Safety held one public hearing during Fiscal Year 81-82. The meeting was concerned with the rules which had been adopted for the construction and installation of vertical and inclined lifts for use by the handicapped. A review of the progress of National Code Committees was made at the meeting with input from several public participants concerning handicapped lifts.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $216.26 in FY 82 and are, by administrative decision, included with those of Boiler, Elevator, Tramway Division, Bureau of Labor Standards.

BUREAU OF EMPLOYMENT SECURITY

SETH W. THORNTON, EXECUTIVE DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-2411
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: March 25, 1980 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169; *Citation:* 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 536 *Legislative Count:* 0

Organizational Units:

Administrative Services Division
Appeals Division
Data Processing Division
Employment Security Commission
Job Service Division
Division of Economic Analysis and Research
Unemployment Compensation Division

PURPOSE: The Bureau of Employment Security is the employment security administrative organization within the Department of Labor. The Bureau provides services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the state programs are borne by the federal government. It is responsible for providing effective services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored training programs.

ORGANIZATION: The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide employment concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Labor. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Labor directly under the supervision of the Commissioner of Labor. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Labor.

PROGRAM: The Program of this Bureau is implemented through its seven component subunits.

PUBLICATIONS:

See Division of Economic Analysis and Research

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,914,460	68,203	120,237		8,726,020	
Health Benefits	289,055		19		289,036	
Retirement	1,317,999	7,742	18,690		1,291,567	
Other Fringe Benefits	7,553				7,553	
Computer Services—Comm	52,792				52,792	
Computer Services—State	32,436				32,436	
Other Contractual Service	1,354,405	17,438	33,351		1,303,616	
Rents	813,425	13,029	8		800,388	
Commodities	279,212		89		279,123	
Grants—Subsidies—Pensions	81,041,807		367,006		7,918,541	72,756,260
Equipment	443,419				443,419	
Transfers to Other Funds	74,591		241		74,350	
TOTAL EXPENDITURES	94,621,154	106,412	539,641		21,218,841	72,756,260

MAINE EMPLOYMENT SECURITY COMMISSION

ROBERT E. PENDLETON, JR., CHAIRMAN

Central Office: 175 Lancaster Street, Portland *Telephone:* 774-0427
Mail Address: P.O. Box 3574, Portland, Maine 04101

Established: 1936 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 172; *Citation:* 26 M.R.S.A., Sect. 1081

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Maine Employment Security Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, appoint deputies and hearings examiners, require reports, make investigations, and take other actions as necessary or suitable.

ORGANIZATION: The Maine Employment Security Commission consists of three members: a representative of labor; a representative of employers; and a representative of the general public who is the chairman of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

PROGRAM: The Employment Security Commission conducted adjudicatory hearings in all parts of the State in FY 82. The Commission traveled to 16 separate local unemployment offices in an attempt to minimize travel difficulties that might prevent claimants and employers from pursuing their rights to a fair hearing. In addition, the Commission also used telephone hearings in its hearing procedures to cut down on the travel. Consequently, cases may be heard in a more timely fashion in areas of the State where caseloads warrant only infrequent visits. More importantly, through the use of telephone hearings, split hearings are avoided and both parties are able to have direct confrontation.

By far, the largest number of cases that come before the Commission during the fiscal year were disputed unemployment benefit appeals. In FY 82, the Commission disposed of 1,074 regular benefit appeals. In addition, 35 extended benefit appeals were considered during FY 82. As of July 1, 1982, the Commission had 115 benefit appeals pending. The Commission also must consider waiver of overpayment requests pursuant to 26 M.R.S.A. 1051, 5. In FY 82, 125 such requests were decided.

In accordance with 26 M.R.S.A. 1044, 2, the Commission must approve attorney fees charged to claimants and fees paid by the Bureau as a result of Court action. Ninety-five attorney fee approvals were considered in FY 82. Another major responsibility of the Commis-

sion is considering Unemployment Tax Assessment appeals. Forty-seven Tax Assessment appeals were heard and decided in FY 82.

In accordance with 26 M.R.S.A. 1082, 2, the Commission is authorized to appoint claims deputies and appeals referees. In FY 82, two claims deputies were appointed.

Looking toward FY 83, the Commission anticipates an increased demand in its adjudicatory function, the need to promulgate new regulations in several areas and further deputy or appeals referee appointments.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $190,443 in FY 82 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1982. These costs are also recorded in the Bureau of the Budgets PLA-BAC system.

STATE EMPLOYMENT AND TRAINING COUNCIL

J. MARCEL LAFLAMME, CHAIRPERSON
JANE C. WEED, EXECUTIVE DIRECTOR

Central Office: 283 State Street, Augusta *Telephone:* 289-2686
Mail Address: Statehouse Sta. #82, Augusta, Maine 04333
Established: May 23, 1979 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168A; *Citation:* Exec. Order FY 79 #14
Average Count—All Positions: 14 *Legislative Count:* 0

PURPOSE: The major responsibilities of the State Employment and Training Council, as mandated by the federal Comprehensive Employment and Training Act (CETA), are to continuously review and evaluate CETA and state agency employment, training and related services; to work toward the coordination of such programs, including consultation with the Maine Advisory Council on Vocational Education; to submit a public Annual Report to the Governor and to issue other appropriate reports and studies; to comment at least annually on the plans of CETA prime sponsors and state agencies providing employment, training and related services; to participate in the development of the Governor's Coordination and Special Services Plan; and to provide the CETA prime sponsors with specified planning information.

The State Employment and Training Council (SETC) also serves as grant planner and manager for the Governor's Grants under Titles II and IV of CETA. An Executive Order dated May 23, 1979, reiterates most of these responsibilities, and states that the SETC's overall responsibilities are to assist in the development of employment and training policy, to review Federal and State legislation relating to the employment and training system, and to plan and manage designated Governor's discretionary funds.

ORGANIZATION: The State Employment and Training Council, first known as the State Manpower Services Council, was created by the Comprehensive Employment and Training Act of 1973. The State Manpower Services Council and the Balance of State (Office of Maine CETA) planning council were originally one and the same; in 1976, when two counties broke away from the Balance of State area to become independent prime sponsors, the State Manpower Services Council and the Balance of State Planning Council were separated, under federal regulation, and assumed separate sets of responsibilities.

The State Manpower Services Council was renamed the State Employment and Training Council in June of 1978, and remained within the Executive Department until Executive Order 14 FY 78/79, dated May 23, 1979, transferred the Council into the Department of Labor, with the Council Director reporting directly to the Commissioner of Labor.

PROGRAM:

Grant Management. The SETC functions on a federal fiscal year beginning October 1 and ending September 30. During FY '82, the SETC was funded through a $395,172 allocation under CETA, and in addition was responsible for the Governor's Coordination and Special Services Grant ($380,640), Supplemental Vocational Education Assistance ($598,641), Education Linkages Grant ($71,758), and the Statewide Youth Services Grant ($44,698), all discretionary grants under CETA.

Among SETC's major activities during the state fiscal year were the planning, management, and monitoring of these grants. Although targeted at different areas of services—statewide coordination, vocational education, CETA/education linkages, and youth—all the grants have as their general purpose the supplementation and augmentation of existing employment and training services.

Coordination. Tasks within this category have three goals: the promotion of greater cooperation among CETA and related programs, the provision of technical assistance to employment and training service deliverers, and the sharing of information. FY '82 activities included the organization of meetings and conferences at which CETA representatives and the staff of other programs were brought together to explain their respective programs and operating standards, and to discuss ways in which their different services could more effectively serve common target groups. Examples of coordination within Maine include the Department of Educational and Cultural Services, Human Services, Mental Health and Corrections, and other agencies and divisions within Labor; the Executive offices of State Planning and State Development; councils, commissions, and advisory groups including the Maine Commission for Women, the Governor's Committee on Employment of the Handicapped, the Industrial Development Council of Maine, the Maine Advisory Council on Vocational Education, the Adult and Community Education Advisory Board, the Task Force on Secondary Programming for the Handicapped, the Maine Juvenile Justice Advisory Group, and the Senior Community Service Employment Program Advisory Council; the Division of Community Services; the Maine Criminal Justice Planning and Assistance Agency; the New England Economic Project; and local educational agencies and Private Industry Councils.

Council comments on CETA prime sponsors' and state agency annual plans are also aimed at increased coordination, as are the Council's membership on the Maine Occupational Information Coordinating Committee, the Maine Advisory Council on Vocational Education, and various other advisory councils and work groups.

Research. Research activities deal with statistics and issues. Aggregation and analysis of statewide CETA data, contributions to county and state planning documents, and economic and population information are examples of statistical SETC studies. Chief among issue-oriented research are the implications of state and federal legislation for the provision of employment and training programs, the status of new initiatives, the status of CETA services to target groups, and the development of the Governor's Annual Employment and Training Report.

Balance of the State Fiscal Year. SETC activities for the balance of the fiscal year will continue those outlined above.

PUBLICATIONS:

1981 Annual Employment and Training Report to the Governor—1982

1983 Statewide Annual Planning Information Report—1982, with the Division of Economic Analysis and Research.

Cooperative Education in Maine—1981.

Maine Agriculture and Related Industries: Employment Outlook—1981.

CETA Activity in the State of Maine Fiscal Years 1981, 1980, 1979—1981, 1980, 1979.

CETA in Maine: Its Role, Its Impact, Fiscal Year 1978 to Fiscal Year 1982—1982.

A Disability Primer: A Handbook for Employment and Training Professionals—1981.

Occupational Training and Restructuring for the Revitalization of Fish Processing in Maine—1982.

The Maine Metal Products Industry and the Role of Government: Considerations for Policy and Program Development—1981.

The Transitioning of AFDC Recipients to Good Jobs in the Labor Force—1981.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE EMPLOYMENT AND TRAINING COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	267,945				267,945	
Health Benefits	7,552				7,552	
Retirement	41,277				41,277	
Other Fringe Benefits	232				232	
Other Contractual Service	89,839				89,839	
Rents	15,349		4,413		10,936	
Commodities	1,864				1,864	
Grants—Subsidies—Pensions	606,185				606,185	
Equipment	1,655				1,655	
Transfers to Other Funds	14,383				14,383	
TOTAL EXPENDITURES	1,046,281		4,413		1,041,868	

INDUSTRIAL SAFETY DIVISION

LESTER C. WOOD, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 1701; *Citation:* 26 M.R.S.A., Sect. 44
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Division is responsible for enforcing the Rules and Regulations adopted by the Occupational Safety and Health Board in the Public Sector. It also enforces legislative Rules and Regulations in both the Public and Private Sectors.

ORGANIZATION: The Division consists of five (5) compliance officers, two (2) clerical personnel and a division director.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Industrial Safety Division visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections were issued when violations of the regulations were found.

In addition to enforcement inspections, the Division also made upon request courtesy inspections or consultative visits with private employers to help them in compliance with Federal OSHA requirements.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October, 1978. Under this program one State Compliance officer has been assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by the Federal Compliance officers.

The compliance officers also enforce the Chemical Substance Bill in both the Public and Private Sectors.

Seminars. During the year, the division provided speakers for group meetings, conducted safety programs and, in cooperation with the Maine Safety Council, participated in other safety programs. The Division also sponsored the annual Maine State Safety Conference.

The pertinent statistics for FY 82 are as follows:

Total Number of Calls	1,944
State Agency	374
Municipality	858
School District	401
County	12
Water/Sewer District	145
Private	45
7-C-1 Consult	109
Citations	3,601

PUBLICATIONS:

Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

JOB SERVICE DIVISION

LEONARD R. NILSON, DIRECTOR
JON B. GUAY, Assistant Director

Central Office: 20 Union Street, Augusta *Telephone:* 289-3431
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1937 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169J; *Citation:* 26 M.R.S.A., Sect. 1083

PURPOSE: The most important responsibility of the Maine Job Service is to locate suitable employment for job seekers and to provide qualified workers for employer's job openings. Emphasis is placed on services to veterans and other special applicant groups in securing employment.

ORGANIZATION: The Maine Job Service is an integral part of a nationwide network of Public Employment Agencies that receives 100% of its funding from the Federal Government. During this past fiscal year, the Job Service operated nineteen (19) local offices and seven (7) Work Incentive Program (WIN) offices located throughout the State. Effective April 1, 1982, the Maine Department of Human Services assumed the full responsibility for administering the WIN Program in this State.

PROGRAM: The Job Service offers a wide variety of services which can be categorized into two (2) major programs; an Applicant Services Program and an Employer Services Program. A summary of the major features of each of these programs is as follows:

Applicant Services Program.

Work Registration: A complete work history is collected on every applicant who comes into the Job Service for service. This registration card contains sufficient information to help match an applicant's qualifications against an employer's job requirements. During this fiscal year, the Job Service registered over 60,000 applicants.

Job Placement: Finding suitable jobs for applicants and assisting employers in finding qualified applicants is the most important responsibility of the Job Service. The Maine Job Bank facilitates this placement process by providing a computerized listing of job order information to Job Service staff and job seekers with a statewide inventory of job openings. During this past year, the Job Service referred over 61,447 individuals and placed 17,418 of these individuals in jobs. The Job Service also utilizes a computerized Job Matching System. This highly sophisticated system automatically matches people with jobs by encoding special data on the applicant's qualifications and the employer's specific job requirements.

Counseling: Employment counseling is the process whereby a trained counselor works with clients who have problems in the vocational area. Goals are established that will assist and enhance the employment possibilities of the clients. Job Service counseled 3,069 clients this past year, and provided various aptitude and performance tests to another 1,016 individuals.

Employer Services Program. In order to place applicants, Job Service puts a great deal of emphasis on getting to know employers and to meet their employment needs. The Employer Services Program includes three (3) functions:

Employer Visitation: The objective of this program is to maintain a regular schedule of employer contacts in order to establish a close working relationship with employers so that they can become acquainted with their specific employment needs. This fiscal year, the Job Service made 4,348 contacts.

Exclusive Referral: Over 50 of the largest employers in the State have entered into agreements with the local Job Service office whereby the Job Service is the exclusive referral agent for the employer. In effect, everyone hired by that company has to first go through the Job Service. This particular program has proven to be an effective method for placing applicants in jobs and it has relieved the employers from many of the personnel activities associated with hiring personnel.

Positive Recruitment: This program offers employers the use of Job Service staff and facilities in conducting a major recruitment drive. It has been most helpful to new employers moving into an area who have not yet established a base of operations.

During this fiscal yer, the Job Service was successful in filling 66% of the job openings they received from employers.

Other Programs.

Targeted Jobs Tax Credit Program (TJTC): The TJTC Program is a special program administered by the Job Service that offers an elective tax credit to employers as an incentive to hire applicants from selected target groups. In order for the employer to be eligible for the tax credit, the potential employee must be determined eligible as a member of a targeted group by a local Job Service office, the applicant must be a new employee for that firm and prior to that person starting work, the employer must request a certification of the eligible applicant in writing or complete the employer portion of the voucher form and mail it to the Maine Job Service Headquarters at 20 Union Street in Augusta.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $3,753,280 in FY 82 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division's costs for the 12 month period ending June 30, 1982.

BUREAU OF LABOR STANDARDS

MARVIN W. EWING, DIRECTOR
PAUL LOVEJOY, Deputy Director

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170; *Citation:* 26 M.R.S.A., Sect. 41

Average Count—All Positions: 44 *Legislative Count:* 41

Organizational Units:

Board of Boiler Rules
Board of Occupational Safety and Health
Minimum Wage Rate on Construction Projects Board
Apprenticeship Division
Research & Statistics Division
Minimum Wage, Child Labor, Stuffed Toys Division
Boiler, Elevator, Tramway Division
Industrial Safety Division
Board of Elevator & Tramway Safety
State Apprenticeship & Training Council

PURPOSE: The Bureau of Labor Standards was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The director shall enforce all laws regulating the employment of minors, and the payment of wages; all laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of the working classes.

ORGANIZATION: The nucleus of the Bureau of Labor Standards was established in 1873 of an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry with the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to become the Bureau of Labor and all reference to sex was elminated from the statutes.

In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

In 1981 the name of the Bureau of Labor was changed to Bureau of Labor Standards. This was necessary because the name of the Department of Manpower Affairs was changed to the Department of Labor.

PROGRAM: The Bureau of Labor Standards is divided into five divisions under the direction of division directors who report to the Director appointed by the Commissioner of Labor with the advice and consent of the Governor. The five divisions are Research and Statistics, Minimum Wage-Child Labor & Stuffed Toys; Boiler-Elevator-Tramway, Industrial Safety, and Apprenticeship. The administration of these functions are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Reports from each Division and Board are provided elsewhere in this publication.

PUBLICATIONS:
Maine Labor Laws—available at $5.00 per copy

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	676,611	614,713			61,898	
Health Benefits	20,022	17,791			2,231	
Retirement	103,841	94,652			9,189	
Other Fringe Benefits	970	960			10	
Computer Services—State	12,913	7,774			5,139	
Other Contractual Service	117,626	96,113			21,513	
Rents	—1,500	—1,530			30	
Commodities	5,141	4,708			433	
Grants—Subsidies—Pensions	13,811	45	13,766			
Equipment	2,125	986			1,139	
Transfers to Other Funds	5,438				5,438	
TOTAL EXPENDITURES	956,998	836,212	13,766		107,020	

MAINE LABOR RELATIONS BOARD

PARKER DENACO, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2015
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 180; *Citation:* 26 M.R.S.A., Sect. 968
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The Maine Labor Relations Board was established to further harmonious labor-management relations through the efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA) and the University of Maine Labor Relations Act (UMLRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all three Acts. The PELRA, SELRA, and UMLRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding and interest arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members to the Panel of Mediators. This applies to both the public and private sector; however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA and UMLRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA and UMLRA. As of October 1, 1976, amendments to the UMLRA included thereunder employees of the Maine Maritime Academy. In the Fall of 1981 County employees will enjoy collective bargaining rights under PELRA pursuant to legislation enacted by the 110th Legislature.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA and UMLRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA and UMLRA and to advise them of the rules and procedures employed by the Board.

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act from 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board subsequently became the Maine Labor Relations Board and acquired responsibility for administrating the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory amendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and the amendments thereto for the Maine Maritime Academy as of October 1, 1976. The aforementioned restructuring of the Department of Labor and Industry to the Bureau of Labor and Industry was commensurate with the formation of the Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for which were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM: The municipal sector continues to be the most diversified and most active of all sectors requiring services from the Maine Labor Relations Board. The years 1977 through 1980 saw feverish organizational activity in the municipal sector. FY 82 was a year in which a sharp rise in the number of petitions for new bargaining units, from 28 in FY 81 to 43 new filings in FY 82, was experienced.

As anticipated in the report for FY 81, the sharp rise was due largely to the representational activity in the newly authorized County sector. County employees were granted collective bargaining rights by the 110th Legislature, the enactment became effective on September 18, 1981. Reflective of the rise in the number of unit requests received was a rise as well in the number of requests for elections. The number of election requests received in FY 82 increased to 45 as compared with 40 filed in FY 81. The County sector was extremely active, accounting for nineteen separate "on-site" elections among employees in bargaining units in eleven of the 15 counties in the State.

The number of decertification petitions received rose from 10 in FY 81 to 14 in FY 82. Among the decertification attempts was a repeat attempt to unseat the bargaining agent for one of the larger State employee bargaining units. In FY 81 there were two petitions for elections in an attempt to unseat the bargaining agent for two of the several State bargaining units. Each failed on procedural grounds since, upon examination by Board personnel, the number of valid signatures failed to meet the statutory minimum "showing of interest" of 30 percent. The repeat attempt by one of these unions at the beginning of FY 82 again failed on the same grounds. If any of these attempts had survived procedurally, it would have represented the first challenge to bargaining agent status since the establishment of collective bargaining for State employees.

By statute, decertification petitions may only be filed in the "60 to 90 day" window period prior to the termination date of the agreement. This limitation on challenges to incumbent bargaining agents contributes to the stability of labor relations, which is one of the primary goals of the collective bargaining statutes.

All of the three labor relations acts administered by the Maine Labor Relations Board contain dispute resolution techniques and impasse resolution procedures. In each instance, these involve mediation, fact finding and interest arbitration. While the interest arbitration process is administered by and through the desires of the parties after they have completed mediation and/or fact finding, the agency directly administers the first two phases, i.e., mediation and fact finding.

In the past fiscal year, 83 new mediation requests were received, exactly the same number filed in FY 81 and consistent with the same high level of mediation filings over the past several years. This high level is expected to continue in the foreseeable future due to the current climate

of fiscal austerity and the growing confidence placed by the client community in the experienced and skilled members of the Panel.

The experience and skill of the Panel was manifested as well in the record success rate achieved in FY 82. The settlement rate reached 69% in the past fiscal year which exceeded the prior record of 67% achieved in FY 79. These extraordinary success ratios compare with the normal settlement range of 50-58% achieved over the past several years excluding FY 79 and FY 82. The success rate of mediation is generally affected by the number of cases outstanding, the austere financial conditions facing municipal and state budget personnel, and the number of issues being submitted to the mediation and/or fact finding process. The mediation statistics reflect only those cases in which there has been a complete settlement of all outstanding issues. Therefore, if there were several issues in the mediation case with all issues except one being resolved by the mediator, that case does not show as a positive statistic.

The most time-consuming and staff intensive activity of the Board continues to be prohibited practice complaint proceedings and court activity. Although the level of filings of new prohibited practice cases fluctuates from year to year, it is interesting to note that in the past two years the Board disposed of approximately the same number of matters by formal action. In FY 82 the Board issued decisions in 27 matters; in FY 81, in 30 matters. These matters almost universally required formal hearings, deliberation, intensive research, and decision writing. Typically this area of the Board's jurisdiction involves the Board and its staff in the details of docketing, arranging hearings before the Board members, processing pre-hearing conferences, arranging for hearing locations, arranging for post-hearing memoranda, meeting in deliberation on cases heard by the Board, and the research and preparation involved in the decisions themselves. While it might be expected that some areas of activity might stabilize with the maturing of the relationship between public sector adversaries, it is anticipated that the number of prohibited practice complaints will fluctuate from year to year depending upon the collective bargaining climate in individual communities. Nonetheless it can be expected that the rate of filings will remain roughly at the higher level of filings experienced in the past few years since the Maine Labor Relations Board has been looked to more frequently in the past few years to develop policy and assist the parties in creating and maintaining an effective labor-management relationship with each other.

PUBLICATIONS:

The Municipal Public Employees Labor Relations Act
The State Employees Labor Relations Act
The University of Maine Labor Relations Act
The Rules and Procedures of the Maine Labor Relations Board

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	170,567	170,567				
Health Benefits	3,641	3,641				
Retirement	27,698	27,698				
Other Fringe Benefits	829	829				
Other Contractual Service	26,414	26,414				
Commodities	1,037	1,037				
TOTAL EXPENDITURES	230,186	230,186				

LEGAL DIVISION (LABOR)

SUSAN HERMAN, ASSISTANT ATTORNEY GENERAL

Central Office: State Office Building, Augusta *Telephone:* 289-3141
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333
Established: 1939 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168L; *Citation:* 26 M.R.S.A., Sect. 1082

PURPOSE: The primary function of the Legal Division of the Department of Labor is to provide legal services to the Department and to represent the Department in all court proceedings.

ORGANIZATION: All attorneys within the Legal Division are Assistant Attorneys General and are under the supervision of the State Attorney General's Office.

PROGRAM: Legal services provided include representing the Department in all litigation in which the Department is a party, such as unemployment benefit appeals, employer tax assessment appeals, unemployment tax collection matters, contract-bid disputes, class action challenges to Departmental procedures, employee grievances, CETA related grievances, and Bureau of Labor Standards enforcement proceedings. In addition, the Legal Division drafts all Department related opinions, reviews all Departmental leases, contracts, regulations, and other documents, and reviews all Departmental proposed legislation.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $147,223 in FY 82 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1982.

STATE MANPOWER PLANNING COUNCIL

PETER COE, CHAIRPERSON

Central Office: AMHI—Old Nurses Bldg., Augusta *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333
Established: 1976 *Sunset Termination Starting by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168N; *Citation:* Exec. Order 1 FY 80

PURPOSE: The State Manpower Planning Council (SMPC) is required by federal legislation to articulate the employment and training needs of the community for the prime sponsor. Its composition reflects on equitable representation of related public and governmental agencies and socioeconomic groups. It advises the prime sponsor on its annual plans of service and on strategies for more effectively carrying out its purposes.

ORGANIZATION: The SMPC was reorganized in 1981 to reflect changes in composition required by new CETA legislation. The SMPC is required to meet at least five (5) times per year. The overall Council has a youth subcommittee which also is required to meet five (5) times per year.

PROGRAM: During the past fiscal year the State Manpower Planning Council conducted six (6) meetings for the purpose of reviewing performance and recommending changes in the conduct of the Maine Balance of State CETA program. In addition to participating in the development of the FY 82 Comprehensive Employment and Training Plan of the Office of Maine CETA, the Council has advised this agency concerning several major decisions necessitated by the reduction in Federal funding. Specifically, the Council was instrumental in the determination of revised service delivery areas for FY 82; and in the selection of service deliverer organizations for the next fiscal year.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are included with those of the Office of Maine CETA.

PANEL OF MEDIATORS

PARKER A. DENACO, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2016
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 187; *Citation:* 26 M.R.S.A., Sect. 965.
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION: The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently seven appointees to the Panel of Mediators.

PROGRAM: In each of the last two fiscal years, FY 82 and 81, eighty three new mediation requests were processed by the Maine Labor Relations Board on behalf of the Panel of Mediators. Although this figure is down modestly from the near record number of requests received in FY 80, it is consistent with the high level of mediation use over the past several years and clearly reflects the acceptance of this dispute resolution device by the labor relations community. As in past years members of the Panel achieved major accomplishments in assisting pubic sector parties reach accord in labor contract negotiations. Not least among these accomplishments were the efforts of the State mediator who with the Federal mediator worked tirelessly through the final phases of the negotiations between the State and the major state employee union until agreement had been reached. While the contracts for university and State employees involve collective bargaining for large units, as in the past the most frequent use of mediation services continues to be in the municipal and school sector. As in FY 81, the Panel of Mediators received requests for services with respect to 55 communities and public entities.

FINANCES, FISCAL YEAR 1982: 26 MRSA, Sec. 965, Sub-section 2, ¶C provides that expenditures of this unit, which amounted to $17,378 in FY 82, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

MINIMUM WAGE, CHILD LABOR AND STUFFED TOYS DIVISION

PAUL K. LOVEJOY, DEPUTY DIRECTOR, BUREAU OF LABOR STANDARDS
ANNE L. HAMEL, Supervisor Employment Standards

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1978 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170C; *Citation:* 26 M.R.S.A., Chapter 7, Chapter 5, Subchapter 1, 1-A, 1-B

Average Count—All Positions: 9 *Legislative Count:* 8

PURPOSE: Since the enactment of the first Minimum Wage Law at $1.00 per hour in 1959, this Division has the responsibility of enforcement of minimum wage and overtime laws, plus payment of wages, vacation pay and severance pay. Child labor laws include protection to minors (under 18 years of age) against hazards in certain occupations and extensive work hours daily and weekly if they are under 16 years of age. One method of compliance is the Part-Time & Vacation Work Permit and the Certificate of Age requirement.

Manufacturers or importers of Bedding;Upholstered Furniture and Stuffed Toys must register with the Bureau of Labor Standards before they can sell these articles in Maine. Stuffed toys are tested by the State Health Laboratory to insure that the stuffing contents are free from harmful bacteria, and all Bedding;Upholstered Furniture must be labeled to insure that Maine does not become a "dumping ground" for unclean bedding and upholstered furniture.

ORGANIZATION: This division was the "Women & Child Labor Division" until 1959 when minimum wage was added to the division title. During the past 10 years other sections were added through legislative acts which included severance pay, payment of wages, unfair agreements and the Wage Assurance Fund. Whereas the field inspectors in this division called at most manufacturing and mercantile establishments the Bedding;Upholstered Furniture & Stuffed Toys administration and enforcement was added to the Minimum Wage & Child Labor Division.

PROGRAM:

Division of Minimum Wage & Child Labor. The Maine minimum wage has remained at $3.35 since January 1, 1981.

Although the number of minimum wage and overtime violations continues to decline, other wage violations have remained about the same during the past 12 months. Two-hundred-ninety-eight complaints of unpaid wages and illegal deductions were investigated by this Division which resulted in $59,531.99 in back wages paid to employees. The Bureau filed complaints against seven employers in the district courts for violations of this type during the past year.

The Maine Wage Assurance Fund was busy during the past year with twelve employers going out of business leaving no assets to pay employees. A total of 50 employees were paid $7,894.34 from the Maine Wage Assurance Fund. Two large companies paid Severance Pay to 1,000 employees amounting to $1,832,200 in total wages. There are currently four Severance Pay cases pending action with the Attorney General's Office.

More than $71,442.63 was paid back to 408 employees during the past year by employers who were in violation for not paying the required minimum wage, overtime or unpaid wages, including vacation pay.

Stuffed Toys, Bedding and Upholstered Furniture. There were 181 new registration certificates issued for manufacturers and importers to sell stuffed toys in Maine during 1981 and 193 renewals, making a total of 374 certificates issued. There was a total of 634 registrations to sell bedding;upholstered furniture in the State for 1981, 132 of which were new registrations.

The following is a statistical summary of Wage & Hour Division activities:

Inspections	10,840
Violations, Total	3,157
Work Permits Approved	4,692
Minimum Wages & Overtime Paid to Employees	$11,910.64
Unpaid Wages & Vacation Pay	$59,531.99
Registration Fee, Bedding	$21,500.00
Registration Fee, Stuffed Toys	$ 9,805.00

LICENSES, PERMITS, ETC.:
Registration: Bedding & Stuffed Toys.
Permit: Learner Permit for Sub-minimum Wages, Handicapped Workers, Employment of Minors.

PUBLICATIONS:
Guide to Maine Minimum Wage Law, BL No. 62 Rev. 12 (free)
Maine Labor Laws Specifically Applicable to Youth, BL No. 477 (free)
Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years, BL No. 1 Rev. 4 (free)
Bedding;Upholstered Furniture Law, BL No. 39 (free)
Stuffed Toy Law, BL No. 450 (free)
Work Permits and Certificates of Age, BL No. 35, Rev. 8 (free)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

MAINE OCCUPATIONAL INFORMATIONAL COORDINATING COMMITTEE

WILLIAM R. MALLOY, COMMISSIONER OF LABOR
GERARD P. BILODEAU, Executive Director

Central Office: Stevens School Admin. Bldg., Hallowell *Telephone:* 289-2331
Mail Address: Statehouse Sta. #71, Augusta, Maine 04333
Established: August, 1978 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 184; *Citation:* 26 M.R.S.A. 1452
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The MOICC was established to coordinate and support the development. maintenance and operation of a comprehensive career, occupational and economic data-based system, and to promote communication, coordination, and cooperation among those agencies responsible for vocational education, and employment and training programs as well as for economic development activities through the use of the system.

ORGANIZATION: The MOICC was created through the Federal Education Amendments of 1976. Its mandate was subsequently broadened through the enactment of the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, and the Comprehensive Employment and Training Act, as amended in 1978. Executive Orders of Governors Longley and Brennan, signed in 1978 and 1979, further mandated the establishment of the Committee. In May, 1982 the Governor signed into law a bill statutorily establishing the MOICC, and designating its membership. The statutory members consist of

the Commissioners of the Departments of Labor, Educational and Cultural Services and Human Services, and the Director of the State Development Office. Although not prescribed in the law, two advisory committees, the Steering Committee and the Technical Advisory Committee, have been retained as part of the overall structure of the MOICC. The law also designates the Commissioner of the Department of Labor as the Committee's chairperson. Under both the Federal and State Legislation, the intent is not to make the MOICC a data collection agency, but rather, to coordinate the development and maintenance of a comprehensive career, occupational and economic data-based system of information built upon existing sources of data to meet the common needs of the member agencies.

PROGRAM: During FY 82, the Career Information Delivery System (CIDS) served an estimated 50-60,000 individuals at 105 sites located throughout the State. The majority of the sites are secondary schools, but other sites include campuses of the University of Maine, CETA Intake Centers, selected Vocational Rehabilitation sites, Job Service Offices, Correctional Institutions, and Vocational-Technical Institutes.

The CIDS consists of twelve cross-referenced data files containing occupational, educational, military training, financial aid, special services to the handicapped, and Job Bank information. The information is national, state and local in scope. During FY 82 the Job Bank and Special Services files were added to the CIDS.

As a complementary mode for disseminating career information, a micro-fiche system was developed (along with companion publications) in FY 82. This micro-fiche contains information on approximately 1,100 occupations. Like the computerized system, the micro-fiche system has been designed so that a person's aptitudes, interests and abilities can be cross-referenced to various occupations.

During FY 82 considerable training was provided to vocational education, and employment and training administrators in the use of a unique computer-interactive Occupational Information System (OIS) for Program Planners. The OIS is intended to meet the information needs of planners and administrators by putting them in touch with occupational demand and supply data, as well as related information.

As part of the OIS, the MOICC has recently developed additional files of information that are specifically designed to assist the State in its economic development efforts. Information on industrial parks, available manufacturing space, population, municipal services, industry employment and labor force will be included in these files.

PUBLICATIONS:

The Work/Education Quarterly—No Fee
The CIDS Secondary Education Guide—Fee: $15.00
The CIDS Vocational Rehabilitation Guide—Fee: $15.00
The CIDS Employment & Training Guide—Fee: $15.00

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	68,676				68,676	
Health Benefits	2,016				2,016	
Retirement	10,163				10,163	
Other Fringe Benefits	57				57	
Computer Services—Comm	2				2	
Computer Services—State	34,110				34,110	
Other Contractual Service	217,444		28,495		188,949	
Rents	7,435				7,435	
Commodities	22,156		140		22,016	
Grants—Subsidies—Pensions	26,171		350		25,821	
Equipment	43,322		2,511		40,811	
Transfers to Other Funds	13,035		964		12,071	
TOTAL EXPENDITURES	444,587		32,460		412,127	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

MARVIN W. EWING, CHAIRMAN
LESTER C. WOOD, Director, Industrial Safety Division

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta 04333
Established: 1975 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 179; *Citation:* 26 M.R.S.A., Sect. 564
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was appointed by the Governor in 1976. There are 10 members appointed for 4 year terms.

The Division of Industrial Safety is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Division of Industrial Safety visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivisions. Citations requiring corrections were issued when violations of the regulations were found.

Two (2) Board meetings were conducted during the year and additional rules and regulations were adopted in accordance with the Administrative Procedures Act.

PUBLICATIONS:
Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

DIVISION OF PLANNING AND PROGRAM SERVICES

MARVIN ROSENBLUM, DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-2695
Mail Address: Statehouse Sta. #54, Augusta, Maine 04333
Established: 1979 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168P; *Citation:* 26 M.R.S.A., Sect. 1401
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Division is responsible for the overall planning functions of the Department and the coordination of unified, cost-effective departmental policy. Coordination with other state and Federal government agencies is also a responsibility of the division. Additional

specific functions include information dissemination to the news media and general public, legislative liaison services and Federal legislation evaluation. Technical support and advisory services are also provided to the Commissioner of the Department.

ORGANIZATION: The Division is one of five basic subdivisions of the Department under the direct supervision of the Commissioner.

PROGRAM: Federal budget reductions have made the development of increasingly cost-effective and coordinated departmental policy a prime objective of the division. Several inter-agency projects were coordinated through the division. Analysis and evaluation of changes in state and federal law are provided on an ongoing basis to the Commissioner and the Legislature as requested. Information on statewide employment, unemployment and related issues is released on a regular basis. The Division also provides an initial contact for questions about the Department from other agencies, legislators, news reporters and the general public.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $55,376 in FY 82 and are, by administrative decision, included with those of the State Employment and Training Council.

PRIVATE INDUSTRY COUNCIL (CETA)

DENIS A. LATULIPPE, CHAIRPERSON
ELAINE LACROIX, PIC Coordinator

Central Office: AMHI—Old Nurses Bldg., Augusta *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333

Established: 1979 *Sunset Termination Scheduled to Start by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168I; *Citation:* Exec Order 1 FY 80

PURPOSE: The Private Industry Council (PIC) is required in federal legislation to assist the prime sponsor in bringing together private sector interests and public sector employment and training resources. It has accountability for program funds under Title VII of CETA, and for directing the prime sponsor's private sector emphasis in all titles of CETA. Programs developed by the PIC are operated through the prime sponsor's service providers.

ORGANIZATION: The Private Industry Council was established by Governor Brennan in the fall of 1979. Three staff were designated to assist in the PIC's operation shortly thereafter. The council meets monthly as does its Executive Committee. Bylaws are available by writing the Executive Director, at the Office of Maine CETA.

PROGRAM: The Maine PIC has received national recognition for the effectiveness with which it has merged economic development interests with the resources of the state's employment and training community.

The Maine PIC has been instrumental in bringing several state and federal resources in Maine to bear on the problems associated with reductions in the public sector work force resulting from cutbacks in funding at the national level.

PUBLICATIONS:

The Maine PIC publishes an annual report to the Governor available to anyone by contacting the Executive Director, at the Office of Maine CETA.

"The Annual Report to the Governor" (Free)

During the Fiscal Year of 1982, the PIC also developed a promotional brochure which is available at the Office of Maine CETA.

"The Private Industry Council" (Free)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Office of Maine CETA.

PROGRAM MANAGEMENT DIVISION (CETA)

ROBERT JONES, DIRECTOR

Central Office: AMHI—Old Nurses Bldg., Augusta *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333

Established: 1981 *Sunset Termination Scheduled to Start by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168R; *Citation:* Exec Order 1 FY 80

PURPOSE: This unit develops Annual and Master Plans with the U.S. Dept. of Labor, and manages a network of employment and training services providers within the parameters of federal legislation and applicable state regulation. It defines the objectives, scope, and structure of programs in a way that reflects both the intent of the federal legislation and the needs of the eligible population. Development and oversite of service delivery systems, upgrading of staff through training, and the development of cooperative arrangements among related state agencies also fall within this unit's general purpose.

ORGANIZATION: The Program and Management Division was organized in 1981 by combining the functions of the Program and Resource Development and the Operations Divisions of the Office of Maine CETA.

PROGRAM: During FY 82, the Program Management Unit has directly provided employment and training services in four (4) of the twelve (12) counties in OMC's jurisdiction, necessitating the development of an effective program model, the reorganization of management staff, and the design of new administrative support systems.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $4,087,717 in FY 82 and are, by administrative decision, included with those of Office of Maine CETA.

RESEARCH AND STATISTICS DIVISION (LABOR STANDARDS)

WILLIAM A. PEABODY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1887 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170R; *Citation:* 26 M.R.S.A., Sect. 42-44, 46

Average Count—All Positions: 9 *Legislative Count:* 10

PURPOSE: The Director of the Bureau of Labor Standards is required by statute to collect and distribute statistical data relating to industrial and construction employment and output, the cause and effect of occupational injuries and illnesses, and the operation of trade unions and other labor organizations. This authority has been delegated to the Division of Research & Statistics.

ORGANIZATION: In 1873 the Secretary of State was assigned the authority to collect and print statistics on manufacturing, mining, commercial and industrial interests. The Legislature transferred that mandate to the new Bureau of Industrial and Labor Statistics, which was established as a separate department in 1887. In 1911 the name was changed to the Department of Labor and Industry with the addition of regulatory authority concerning employment. At that time, the collection of industrial statistics was assigned to the Division. This relationship has remained through several name and organizational changes at the Department and Bureau level.

PROGRAM: The following are the major programs of this Division:

Manufacturing Economic Data. Manufacturing firms are surveyed requesting data relative to the value of product, capital expenditures, exports and imports, and workers covered by union contracts. Additional information concerning the number of workers and gross wages paid is supplied by the Bureau of Employment Security, Division of Economic Analysis and Research. Data is tabulated by industrial classification, county, civil division, economic area, and plant size. The results are published in the *Census of Maine Manufacturers*. Special studies are performed on request.

Occupational Injuries and Illnesses. The division, in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics, conducts two programs for the collection of statistics concerning occupational injuries and illnesses. These programs are:

Occupational Safety and Health Statistical Program (OSHS): A sample of employers operating in the State of Maine is surveyed to gather data on the incidence of occupational injuries and illnesses, average employment, and hours worked. From this raw data, state-wide statistics are estimated and tabulated. The resulting numbers of incidents and the incidence rates are published in *Occupational Injuries & Illnesses in Maine.*

Supplementary Data System (SDS): This program codes selected data from the Employer's First Reports of Occupational Injury or Illness submitted to the Workers' Compensation Commission. This data is tabulated and published annually in *Characteristics of Work-Related Injuries and Illnesses in Maine.* Special studies are performed on request.

Labor Relations. The Division publishes the *Directory of Maine Labor Organizations,* which is a listing of the local unions and their current officers with addresses and telephone numbers. Three work sheets are compiled and printed showing union membership by local, listing organized manufacturing firms and relevant union locals, and listing organized non-manufacturing firms with locals. Files on union contracts, National Labor Relations Board and Maine Labor Relations Board elections, and work stoppages are also maintained and used to perform special studies.

PUBLICATIONS:

Census of Maine Manufacturers, annual, free, mailing list maintained.

Characteristics of Work-Related Injuries and Illnesses in Maine, annual, free, mailing list maintained.

Directory of Maine Labor Organizations, annual, free, mailing list maintained.

Occupational Injuries & Illnesses in Maine, annual, free, mailing list maintained.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

UNEMPLOYMENT COMPENSATION DIVISION

WALTER I. CLARK, DIRECTOR
WILLIAM J. CURRAN, III, Assistant Director

Central Office: 20 Union Street, Augusta *Telephone:* 289-2316
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169U; *Citation:* 26 M.R.S.A., Sect. 1041

PURPOSE: The Unemployment Compensation Program is intended to insure workers against loss of wages during periods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers.

ORGANIZATION: The Unemployment Compensation Division of the Maine Department of Labor, Bureau of Employment Security, is headed by a Division Director who is responsible for the operations of fifteen (15) local offices and an Interstate claims office.

PROGRAM: Unemployment compensation workloads for unemployment insurance claims activities exhibited a slight increase for State of Maine Fiscal Year 1982. The number of initial claims for unemployment benefits under the regular state program totaled 183,878. The number of new claims filed under the Extended Benefits (EB) program was 9,593. A total of 1,034,957 continued claims were processed under the state Unemployment Insurance (UI) and Extended Benefits (EB) programs generating $77,858,707 in benefits paid for 848,685 weeks compensated. Additionally, former federal employees were paid $363,776 for 3,714 weeks compensated under the Unemployment Compensation for Federal Employees (UCFE) program. Ex-servicemembers were paid $813,312 for 7,509 weeks compensated under the Unemployment Compensation for Ex-Servicemen (UCX) program.

Special Payment Unit: The Special Payment Unit of the Benefits Section processed 15,979 weeks compensated for a total of $1,001,917 in benefit payments for the Trade Readjustment Allowances (TRA) program as provided under the Trade Act of 1974. The Special Payment Unit also processed allowance payments amounting to $1,760,842 for recipients of the Work Incentive (WIN) and Comprehensive Employment and Training Act (CETA) programs.

Claims Deputies: Claims Deputies in the Division's fifteen local offices and the Interstate Office rendered 53,673 nonmonetary determinations to adjudicate disputed claims. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totaled 6,079 while an additional 1,114 cases were heard and disposed of at the Commission's higher authority appeals level.

In the Benefit Payment Control program, field investigators from the Fraud Section, utilizing the automated cross-match system of wage record and benefit payment files, audited 228,538 weeks claimed during FY 82. Fraud investigators and local office claims deputies issued 759 determinations relative to fraud and misrepresentation. With assistance from the Department's Legal Division and the Criminal Division of the Office of the Attorney General, 47 cases were presented for prosecution which resulted in convictions. During Fiscal Year 1983, the Division will institute a Random Audit Program to further improve our Benefit Payment Control efforts through a process of randomly selecting active claims for benefits and performing an in-depth audit of all payments and related procedures relative to the selected claim.

By the end of FY 1982, the number of active employer accounts were 29,041 and payroll data submitted by these employers generated a total of 1,903,839 wage items processed by the Wage Record Unit. Field and central office activities produced 3,949 employer status determinations of which 2,415 involved newly liable employer accounts. A total of 352 field audits were conducted resulting in a net receipt of $35,271 in under-reported contributions. Net contributions received in FY 82 totaled $60,446,968 and the Fund balance was $24,418,364 as of May 31, 1982.

Eligibility Review Program: During the fourth year of operation, the Eligibility Review Program (ERP) provided special assistance eligibility interviews to aid claimants in development of work search plans and the solution of reemployment problems. During FY 1982 52,952 ERP interviews were conducted.

A Workload Validation Study was completed in FY 1982. The study will enable program quality to be accurately assessed and maintained. Accurate workload projections combined with factors developed in the Cost Model Management Studies will provide a specific base for fiscal and staff management planning, development and control.

During FY 1982 an Employment Security Automated Program (ESAP) system was in the process of being implemented. Video terminals have been installed in each local office and the administrative office. The terminals are used to input and retrieve selected data related to unemployment insurance claims. The system is designed to permit an immediate processing of unemployment insurance claims, a more efficient benefit payments system, an improved data storage and retrieval system, and a more efficient utilization of agency staff. During the latter part of the Fiscal Year, plans were developed to establish an Internal Security Unit. The major purposes of this action is to assure that adequate safeguards are maintained in both the tax collections area and the benefits payment area. This unit will monitor automated and manual systems on an on-going basis.

Financing the Unemployment System. Both the benefit costs and administrative costs of the Unemployment Insurance Program are financed through the imposition of a payroll tax on most of the State's employers.

Unemployment Compensation Fund Status—1931: The Unemployment Compensation Fund balance was $31,209,115.80 as of December 31, 1981. Included in this balance was $36,400,000 in federal loans of which $4,924,449.89 was repaid during 1981. These loans were advanced to the State during the recession of the mid-1970's to meet the benefit payment needs of Maine's unemployed workers. These loans are now being repaid through automatic increases in federal employer taxes as mandated under the Federal Unemployment Tax Act. It is anticipated that approximately $11,600,000 will be repaid during 1982, with the balance to be repaid gradually in subsequent years.

Maine Department of Manpower Affairs
BUREAU OF EMPLOYMENT SECURITY
Trial Balance as of June 30, 1982

Cash Accounts			
Benefit Account			$ 430,927.65
Clearing Account		$ 111,752.17	
UC. Trust Fund		18,679,020.25	
Special Administrative Expense Account		100,000.00	
Accounts Receivable			
Direct Reimbursement Receivable		538,016.91	
Employer Accounts Receivable		2,917,016.13	
Benefit Overpayment Receivable		1,298,996.56	
Interstate Accounts Receivable		20,817.59	
Office Building Addition Account		117,772.68	
Federal Share of Extended Benefits Receivable		95,926.92	
Federal Share of FSBP Benefits Receivable Before 4/1/77			
Federal Advance UCFE-UCX-UCXP-SUAP Receivable			
Court Fines Receivable		6,305.07	
Liabilities			
Federal Share of UCFE-UCX-UCXP-SUAP Advanced			30,899.49
Federal Share of FSBP Advanced, After 3/31/77			2,264.39
Federal Share of Extended Benefits Advanced			
Title IX Distribution Fund Withdrawn			117,772.68
Federal Advance UI Trust Fund			21,719,548.19
Emergency Compensation Advanced			
Revenue Accounts			
Title IX Distribution Funds			524,276.59
Interest Earned on U.C. Trust Funds			35,168,670.12
Federal Share of Extended Benefits Earned			36,401,578.10
Direct Reimbursement Received			14,712,876.89
Payroll Penalties Received			544,870.07
Contribution Penalties Received			821,572.33
Interest Penalties Received			791,840.64
Court Fines Received			22,934.56
Anonymous Refunds			1,042.00
Contributions Received Prior to 1973			299,455,063.88
Contributions Received	— 1973		28,391,151.47
	— 1974		29,238,835.21
	— 1975		30,754,568.41
	— 1976		39,183,670.63
	— 1977		44,803,014.71
	— 1978		54,752,010.75
	— 1979		56,376,616.28
	— 1980		58,045,417.54
	— 1981		59,111,446.24
	— 1982		25,054,352.00
Federal Advance—UI Trust Fund Received			14,680,451.81
Disbursements			
Benefits Paid—All Prior Years		702,003,227.11	
Benefits Paid Current Year		40,480,563.87	
Extended Benefits Paid—All Prior Years		65,503,563.19	
Extended Benefits Paid—Current Year		6,715,752.27	
Direct Reimbursement Paid Prior Year		14,126,376.22	
Direct Reimbursement Paid Current Year		2,170,300.20	
Other Disbursements		337,685.46	
Extended Benefits Paid Direct Reimbursement			
Extended Benefits Paid Direct Reimbursement Prior Year		583,811.00	
Maine Wage Assurance Fund		111,921.29	
Unrealized Accounts Receivable			
Dishonored Checks			31,363.96
Delinquent Contributions Receivable			1,610,200.76
Interest Penalties Receivable			45,569.76
Payroll Penalties Receivable			28,878.54
Contribution & Direct Reimb. Penalties Rec.			69,105.79
Doubtful Accounts Receivable			33,940.29
Direct Reimbursement Receivable			538,016.91
Bankruptcies—Receivership			1,097,957.03
Benefit Overpayments Unrealized			1,298,996.56
Interstate Payments Unrealized			20,817.59
Court Fines Unrealized			6,305.07
		$855,918,824.89	$855,918,824.89
Balance of Unemployment Compensation Fund as of June 30, 1982		$ 18,960,624.72	

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $5,764,535 in FY 82 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1982.

MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

MARVIN W. EWING, CHAIRMAN
WILLIAM A. PEABODY, Division Director, Research & Statistics

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 182; *Citation:* 26 M.R.S.A., Sect. 1307

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Bureau of Labor Standards was delegated by law, and the Research and Statistics Division was assigned the responsibility of collecting wage data from construction firms of five or more employees. The data collected is used to predetermine the minimum wage rate for construction occupations on State projects. These wages are then inserted in the specifications for each construction project awarded by a State agency and containing $10,000 or more of State money. Any person objecting to the minimum wage established may appeal to the Board by filing a written notice within ten days of the date that the wage determination was filed. The purpose of the Board is to hear the appeal and to render a decision whether to affirm, revise, or amend the determination as filed by the Director of the Bureau of Labor Standards.

ORGANIZATION: The Minimum Wage Rate on Construction Projects Board consists of 5 members, 4 of whom are appointed by the Governor, to serve at the will and pleasure of the Governor. The Governor, in making his appointments, must name one from labor engaged in the building trades, one from labor engaged in the highway and heavy construction trades, one from the highway and heavy contractors, one from the building contractors and the Director of the Bureau of Labor Standards serves as a public member. The term of each member shall be for a period of 4 years. The members of the board serve without compensation.

PROGRAM: The statistics for FY 82 are as follows:

Wage Determinations	185
Appeals Heard	0
Wage Investigations	0

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

LAND CLASSIFICATION APPEALS BOARD

JAMES P. NORRIS, CHAIRMAN

Incoming WATS: 1-800-452-1924
Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2011
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 323; *Citation:* 36 M.R.S.A. Sect 841B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Land Classification Appeals Board was established to hear appeals on decisions of municipal tax assessors, chief assessors, and the State Tax Assessor acting as assessor of the Unorganized Territory relating to the Tree Growth Tax Law or the Farm and Open Space Tax Law.

The board has the authority to review, hold hearings and amend or reaffirm appealed assessments on forest land, farmland, or open space land following written notice by an aggrieved taxpayer. Board decisions may be appealed to the Superior Court.

ORGANIZATION: The Land Classification Appeals Board was established in 1977 and is comprised of the following: the Commissioner of Finance and Administration or his designee, who shall serve as chairman of the board; the Commissioner of Conservation or his designee; the Commissioner of Agriculture or his designee; the person who, pursuant to Section 584, are currently serving on the Forest Land Valuation Advisory Council as the landowner member and the municipal member.

This board has replaced the Forestry Appeals Board.

PROGRAM: The Board was formally organized in FY 78, and has reviewed two (2) cases during FY 82.

FINANCES, FISCAL YEAR 1982: 36 MRSA Section 841B provides that expenditures of this unit, which amounted to $150 in FY 82, shall be borne by the Bureau of Taxation and is, therefore, included in its financial display.

FOREST LAND VALUATION ADVISORY COUNCIL

PERRY LAMB, CHAIRMAN
GEORGE A. MAYO, Director, Property Tax Division

Central Office: State Office Bldg., *Floor:* 5 *Telephone:* 289-2011
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 338; *Citation:* 36 M.R.S.A., Sect. 584
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Forest Land Valuation Advisory Council is to render information and advice to the State Tax Assessor concerning the Administration of the Maine Tree Growth Tax Law.

ORGANIZATION: The Forest Land Valuation Advisory Council consists of the Director of the Maine Forest Service ex officio and 3 members serving staggered 4 year terms, one being a municipal officer, one a forest land owner and one from the general public with a background in economics.

PROGRAM: The major goal of the Council is to take an active role in advising the State Tax Assessor of the concerns of both public and private interests in forest land.

FINANCES, FISCAL YEAR 1982: 36, MRSA, Sections 584 and 841-B provides that expenditures of this unit shall be borne by the Bureau of Taxation.

LEGISLATURE

JOSEPH SEWALL, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333
Telephone: Senate 289-3604
House 289-3384

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 260; *Citation:* Maine Constitution, Article IV

Average Count—All Positions: 39 (non-session), 105 (during session)
Legislative Count: 49

Organizational Units:
Senate
House of Representatives
Legislative Council
(Office of) Legislative Administrative Director
(Office of) Director of Legislative Research
(Office of) Legislative Finance Officer
Law and Legislative Reference Library

PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,
Part Third, Section 1

ORGANIZATION: The present organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by the legislative rules. At present, the Senate consists of 33 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 19 Joint Standing Committees by joint rule, and is also organized into a number of select committees. Current Joint Standing Committees are: Agriculture, Appropriations and Financial Affairs, Audit and Program Review, Business Legislation, Education, Election Laws, Energy and Natural Resources, Fisheries and Wildlife, Health and Institutional Services, Judiciary, Labor, Legal Affairs, Local and County Government, Marine Resources, Public Utilities, State Government, Taxation, Transportation, and Aging, Veterans, and Retirement.

Joseph Sewall
President of the Senate

John Martin
Speaker of the House
of Representatives

ORGANIZATIONAL CHART
LEGISLATIVE DEPARTMENT
UMB 30

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
LEGISLATIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,071,263	2,061,278			9,985	
Health Benefits	100,917	100,264			653	
Retirement	292,191	290,646			1,545	
Other Fringe Benefits	10,952	10,885			67	
Other Contractual Service	2,012,405	2,009,070			3,335	
Rents	28,620	27,425			1,195	
Commodities	70,612	69,423			1,189	
Grants—Subsidies—Pensions	94,302	94,302				
Equipment	8,417	8,118			299	
Transfers to Other Funds	1,922				1,922	
TOTAL EXPENDITURES	4,691,601	4,671,411			20,190	

PROGRAM: The 110th Legislature met in the second regular session from January 6, 1981 to April 13, 1982. A Fourth Special session, lasting for one day only, was called by the Governor on April 28, 1982 to conclude all unfinished business.

During this session the Legislature considered 447 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills. Among these were bills on subjects such as hazardous waste, budgetary matters, crime, bond issues, human services programs, transportation programs, sunset review of various agencies and various housekeeping measures. The Legislature also considered 365 proposed amendments to various legislative documents. Five hundred and forty-eight joint orders and resolutions were introduced during the session.

The second regular session enacted 181 public laws, 37 private and special laws, 29 resolves and 3 constitutional resolutions.

PUBLICATIONS:

110th Legislature, State of Maine: 1981 Senate and House Registers.

Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

SENATE

JOSEPH SEWALL, PRESIDENT OF THE SENATE
MAY M. ROSS, Secretary of the Senate

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-3601
Incoming WATS—SESSION ONLY—1-800-452-4601

Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part Second

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261; *Citation:* Maine Constit., Art. IV, Part Sec.

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Senate may originate all bills except bills for the raising of revenue (Maine Constitution, Article IV, Part Third, Section 9) and may amend bills for the raising of revenues providing that the amendment is not in fact used to introduce a new bill for the raising of revenue.

The Senate is the upper House of the Maine Legislature and passed bills are usually acted upon by the Senate last before they are sent to the Governor.

The Senate, by the Constitution of Maine, Article IV, Part Second, Section 7, has the sole power to try all impeachments under the Constitution of the State of Maine.

The Senate is the sole judge of the qualifications of its own members, determines its own rules for Senate proceedings, may alone punish its own members, keeps a journal of its proceedings and has the power to imprison persons who are not Senators for contempt.

By Constitutional Resolution, passed during the regular session of the 107th Legislature and adopted by the people in November, 1975, the Senate is the final confirming body for a number of gubernatorial appointments formerly confirmed by the Executive Council.

ORGANIZATION: The Senate as a Constitutional Body has remained constant in its form of organization since its establishment in 1820.

The Senate consists of no less than 31 nor more than 35 members, each one elected from a Senatorial District for a term of 2 years with no limitation upon the number of terms which a Senator can serve. A Senator must be a citizen of the United States for at least 5 years prior to his election, be a resident of Maine for at least one year prior to his election, be a resident of his Senate District for at least 3 months prior to his election, continue to be a resident of that district during his term and be at least 25 years of age when he is elected.

The Constitution of Maine requires that the Senate be reapportioned every 10 years, by the Senate itself, or if the Senate fails to act within the required time, by the Supreme Judicial Court. The Supreme Judicial Court in March, 1972, reapportioned the Senate.

The Senate elects a President, who presides over its proceedings, a Secretary, and an Assistant Secretary of the Senate. The individual political parties in the Senate elect their own leaders and assistant leaders. By statute, (3 MRSA 168), the leadership of the Senate is permitted to hire its own assistants.

PROGRAM: The First Special Session of the 110th Legislature convened on August 3, 1981, in compliance with a Proclamation by The Honorable Joseph E. Brennan, Governor of the State of Maine. During this session there were three proposed acts introduced into the Senate. The Senate considered a total of four legislative documents. The Senate approved Joint Standing Committee recommendations to confirm the nomination of one person to the Board of Environmental Protection, one person to the Maine Guarantee Authority and one person to the Pesticides Control Board. The Honorable Joseph Sewall, President of the Senate, declared the Senate adjourned sine die at 4:41 p.m.

The First Senate Confirmation Session of the 110th Legislature was held on August 28, 1981. The Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: one person to the Land Use Regulation Commission; one person to the Maine Guarantee Authority; a Public Advocate; a Superior Court Justice; and two Associate Justices to the Supreme Judicial Court.

In compliance with a Proclamation of His Excellency, Governor Joseph E. Brennan, the Senate convened for a Second Special Session on September 25, 1981. During this session there were introduced into the Senate one proposed act, two joint resolutions and six joint orders. The Senate considered a total of five legislative documents. The Senate approved Joint Standing Committee recommendations to confirm a Commissioner for the Department of Corrections; one District Court Judge; an Active Retired Judge of the District Court; one person to the Land Use Regulation Commission; and a Superior Court Justice. The Honorable Joseph Sewall, President of the Senate of Maine, declared the Senate adjourned sine die at 1:16 p.m.

The Third Special Session convened on December 9, 1981, in compliance with a Proclamation of His Excellency, the Governor. During this session there were introduced into the Senate two proposed amendments and one joint order. The Senate considered one legislative document. Approved during this session were Joint Standing Committee recommendations to confirm the nominations of two District Court Judges; four people to the Maine Indian Tribal-State Commission; three people to the Marine Resources Advisory Council; a Superior Court Justice; and one person to the Workers' Compensation Commission. The Honorable Joseph Sewall, President of the Senate, declared the Senate adjourned at 6:46 p.m.

The Senate of the 110th Maine Legislature convened for its Second Regular Session on Wednesday, January 6, 1982. During this session there were introduced into the Senate 107 acts, 3 resolves, 2 constitutional resolutions, 135 joint orders, 10 joint resolutions and ninety-seven proposed amendments. The Senate considered a total of 447 legislative documents, including 3 initiated bills. While in Second Regular Session, the Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: three District Court Judges; one person to the Health Facilities Cost Review Board; one person to the Inland Fisheries and Wildlife Advisory Council; two people to the Labor Relations Board; one person to the Maine Guarantee Authority; one person to the Maine State Housing Authority; a Public Advocate; a Chairman of the State Health Coordinating Council; five people to the State Personnel Board; and a Superior Court Justice.

In accordance with emergency authority granted under Title 3, section 2 of the Maine Revised Statutes, the Senate was in session for 51 days. For the first time in history, the Senate adjourned without completing its business. The Honorable Joseph Sewall, President of the Senate of Maine, declared the Senate adjourned sine die at 11:45 p.m. on Tuesday, April 13, 1982.

The Fourth Special Session of the 110th Maine Legislature convened on April 28, 1982, in compliance with a Proclamation by the Honorable Joseph E. Brennan, Governor of the State of Maine. During the session there were introduced into the Senate eight joint orders and two proposed amendments. The Senate considered a total of nine legislative documents. The Honorable Joseph Sewall, President of the Senate of Maine, declared the Senate adjourned sine die at 12:32 p.m. on Thursday, April 29, 1982.

In compliance with a Proclamation of His Excellency, Governor Joseph E. Brennan, the Senate convened for its Fifth Special Session on May 13, 1982. During the session there were introduced into the Senate one act, two joint resolutions, seventeen joint orders and two proposed amendments. The Senate considered eight legislative documents. The Honorable Joseph Sewall, President of the Senate, declared the Senate of Maine adjourned sine die at 7:45 p.m.

PUBLICATIONS:

Senate Advance Journal and Calender (Available daily whenever the Senate is in session, free of charge.)

Legislative Public Hearing Schedule (Available weekly during regular sessions, free of charge.)

Legislative Record (Horseblanket); (A complete record of legislative action, including debates, available free of charge.)

Senate and House Register (Published biennially; lists all legislators and their addresses; Senate, House and Joint Rules; Committees; Staff; Press; and includes the Constitution of Maine. Available free of charge.)

Maine State House and Maine Senate Chamber (Available free of charge.)

"How a Bill Becomes a Law" (Available free of charge—printed in conjunction with the League of Women Voters.)

"This is Your Legislature" (Available free of charge—printed in conjunction with the League of Women Voters.)

Presidents of the Senate of Maine from 1820 (Mundy—$12.00 and $6.00, plus postage.)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

OFFICE OF THE PRESIDENT OF THE SENATE

JOSEPH N. SEWALL, PRESIDENT OF THE SENATE
PATRICIA A. CLARK, Administrative Assistant

Central Office: State House, Augusta; *Floor:* 3 *Telephone:* 289-3604
Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261P; *Citation:* 3 M.R.S.A., Sect. 2

PROGRAM: This unit did not submit an individual report. See the submission of the Senate.

OFFICE OF THE SECRETARY OF THE SENATE

MAY M. ROSS, SECRETARY OF THE SENATE

Central Office: State House, Augusta; *Floor:* 3 *Telephone:* 289-3601
Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261S; *Citation:* 3 M.R.S.A., Sect. 22

PROGRAM: This unit did not submit an individual report. See the submission of the Senate.

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE
EDWIN H. PERT, Clerk of the House

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-2866
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part First

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262; *Citation:* Maine Constit., Art. IV, Part First

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue, and, by Article IV, Part First, Section 8 of the Maine Constitution, has the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to his election, have been a resident of Maine for at least one year, have been a resident of his election district for 3 months prior to the election and continue to be a resident of that district during his term and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1974, the Supreme Judicial Court reapportioned the Legislature.

The House elects a Speaker, who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

PROGRAM: The House convened its first regular session of the 110th Maine Legislature on Wednesday, December 3, 1980. During the first regular session and three special sessions in 1981, 1,703 legislative documents and 385 House-sponsored Joint Orders were considered. House members submitted 579 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the sessions. The House adjourned from the first regular session on June 19, 1981 after meeting for 103 legislative days.

The second regular session of the 110th Maine Legislature was convened on Wednesday, January 6, 1982. During this session and two special sessions, 452 legislative documents and 311 House-sponsored Joint Orders were considered. House members submitted 204 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the second regular session on April 13, 1982.

The 111th Maine Legislature will be convened on Wednesday, December 1, 1982.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special session). Available to the public at no charge.

Weekly Legislative Report—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge.

Weekly Legislative Calendar—(published weekly when the Legislature is not in session).

Edited by the Clerk of the House. Lists meetings of Legislative committees and the subjects these committees are considering. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at $5.00 for a six months subscription.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate Rules, Committee Rosters. Available to the public at no charge.

House Roster and Seating Arrangement—(published annually). Edited by Clerk of the House. Lists all home and capitol addresses and phones of members of the House. Contains photos of House members and sources of information on the legislative process. Available to the public at no charge.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

OFFICE OF THE SPEAKER OF THE HOUSE

JOHN L. MARTIN, SPEAKER OF THE HOUSE
PHYLLIS STAFFORD, Secretary to the Speaker

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-3384
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262S; *Citation:* 3 M.R.S.A., Sect. 2

PROGRAM: This unit did not submit an individual report. See the submission of the House of Representatives.

OFFICE OF THE CLERK OF THE HOUSE

EDWIN H. PERT, CLERK OF THE HOUSE
DEBORAH BEDARD WOOD, Assistant Clerk

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-2866
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262C; *Citation:* 3 M.R.S.A., Sect. 42

PROGRAM: This unit did not submit an individual report. See the submission of the House of Representatives.

LEGISLATIVE COUNCIL

REP. ELIZABETH H. MITCHELL, CHAIRMAN
SEN. SAMUEL W. COLLINS, JR., Vice Chairman

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 263; *Citation:* 3 M.R.S.A., Sect. 161

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The powers and duties of the Legislative Council are currently set out in 3 M.R.S.A., §162, and in Joint Rules of the 110th Legislature 14, 18, 21, 24, 26, 27, 35, 35A and 39. These powers and duties are summarized as follows: to approve and prepare all legislative budgets; to establish salary schedules; to administer the assignment of work to the Legislative committees when the Legislature is not in session; to administer oaths, issue subpoenas, compel the attendance of witnesses, and other supportive functions for the Superior Court relative to civil actions; to perform management functions for the Legislative Department (for example to assess means of improvement, select critical staff positions, establish operating policies, exercise financial control, provide for appropriate facilities, etc.); and to serve as the intergovernmental coordinating agency on behalf of the Legislature. The Council furthermore performs any such duties that may be assigned to it by the Legislature.

ORGANIZATION: The Legislative Council, established in 1973, consists of 10 members, 5 of whom are Senators and 5 of whom are Representatives. The 5 Senators are the President of the Senate, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The 5 Representatives are the Speaker of the House, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The Council Chairman and Vice-Chairman are elected by the Legislative Council.

PROGRAM: During the fiscal year ending June 30, 1982, the Legislative Council held 26 formal meetings. Among the matters dealt with at these meetings were: approval of after deadline legislation; acceptance and referral of study reports by joint standing and select committees; approval or disapproval of committee per diem and travel requests; coordination of the efforts of the various legislative staff agencies; and monitoring of the State's revenues and expenditures.

PUBLICATIONS: See entries under each individual legislative staff agency report.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,635,994	1,626,009			9,985	
Health Benefits	90,271	89,618			653	
Retirement	222,149	220,618			1,545	
Other Fringe Benefits	7,630	7,563			67	
Other Contractual Service	1,628,066	1,624,731			3,335	
Rents	25,314	24,119			1,195	
Commodities	29,532	28,343			1,189	
Grants—Subsidies—Pensions	37,200	37,200				
Equipment	7,101	6,802			299	
Transfers to Other Funds	1,922				1,922	
TOTAL EXPENDITURES	3,685,179	3,664,989			20,190	

(OFFICE OF)
LEGISLATIVE ADMINISTRATIVE DIRECTOR

WILLIAM H. GARSIDE, LEGISLATIVE ADMINISTRATIVE DIRECTOR

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 264; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The duties and responsibilities of the Legislative Administrative Director as set out in 3 MRSA §163 are to:

1. Act as executive officer of the Legislature when it is not in session and unless the Legislature shall otherwise order; with the cooperation of the Secretary of the Senate and the Clerk of the House of Representatives have custody of all legislative property and material, arrange for necessary supplies and equipment through the State Bureau of Purchases; arrange for necessary services; make all arrangements for incoming sessions of the Legislature; have general oversight of chambers and rooms occupied by the Legislature and permit State departments to use legislative property; with the approval of the President of the Senate and the Speaker of the House, dispose of surplus or obsolete material through the continuing property records section of the Bureau of Public Improvements; approve accounts and vouchers for payment and maintain a perpetual inventory of all legislative property under the supervision of the Legislative Council and make an accounting thereof to the Legislature upon its request.
2. Coordinate, subject to the control of the council, the activities of the offices of the Coordinator of the Office of Legislative Assistants, Director of Legislative Research, the Legislative Finance Officer, the Constituent Service Officer, the State Law Librarian, the Senate Secretary, the House Clerk and such other legislative agencies and offices as may be created by the Legislature.
3. Act as a vehicle through which the several agencies, departments and offices of the Legislature may report to the council their budget requests, personnel and supply requirements and to assist the council in the orderly disposition of these requests.
4. Be responsible for implementing policy resulting from decisions of the council.
5. Prepare reports that are required of the council and maintain minutes of the regular meetings of the council.
6. Appoint staff assistants to the Legislature, with the consent of the council who shall be chosen without reference to party affiliations and solely on the basis of fitness to perform the duties to be assigned to them.
7. Undertake such other duties as are assigned by the council.

ORGANIZATION: The position of Legislative Administrative Director was established by chapter 590 of the Public Laws of 1973. The Legislative Council appointed the present director to a 7-year term as Legislative Administrative Director beginning November 24, 1975.

PROGRAM: At the direction of the Legislative Council, the Legislative Administrative Director has coordinated the efforts of legislative staff offices and agencies during FY 82. In addition, he has advised the Council on staff needs and requests, has served as financial administrator for the Legislative Council on grants, has advised the Legislature on expenditures by joint standing committees and other assignments given to him by the Legislative Council.

He prepared reports for the Legislative Council on legislative printing and mailing costs, salaries and other costs of operation and recommended efficiencies and cost savings that can be made in these accounts. Public hearing advertising and committee clerk coordination was required by joint rule with his certification of vouchers of committee clerks.

P.L. 1981, C. 524 authorizes the Administrative Director to have Committees notified when a request for rule review has been made according to procedures in that statute. This statute replaces the Agency Rules Law which he was required to report on and evaluate biennially.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF) LEGISLATIVE STAFF ASSISTANTS

HELEN T. GINDER, COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 1 *Telephone:* 289-2486
Mail Address: Statehouse Sta. #13, Augusta, Maine 04333

Established: January, 1973

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 264A; *Citation:* 3 M.R.S.A., Sect. 166

Average Count—All Positions: 17 *Legislative Count:* 17

PURPOSE: The Office of Legislative Assistants provides to the Legislature, research, analysis and support services on legislation and related topics of interest.

During Regular and Special Sessions, the staff of the Office write bills for introduction, assist Joint Standing Committees in the process of public hearings and analyses of bills and prepare research documents and amendments, including new drafts. While working with the Committees, the Legislative Assistants' work is directed by the Chairmen, who may request more than one version of amendments to bills to reflect their position or that of other members of the Committee. Assistants also assist the Committees and individual legislators in following their bills through the legislative process, including preparing amendments at the committee and floor stage, gathering further information and monitoring the effect of enacted legislation.

When the Legislature is not in session, the Office continues work on research topics suggested by the Committee Chairmen, or individual members, and on legislation which is carried over to the next session. They also provide the staff support for studies which have been approved and funded by the Legislative Council; this work involves organization of meetings, and other administrative tasks, research of the topic, and preparation of reports and any related legislation. The revision of portions of the statutes is frequently an interim-period task.

The Office of Legislative Assistants also provides research assistance to individual legislators and answers questions from the Legislature, executive agencies, the public and the press about previous legislation, studies and reports. It also provides research support to the Legislative Council and assists them in writing rules and administrative policy directives. The Office is responsible for administering grants which have been awarded to the Legislature.

Finally, the Office provides educational programs for legislators, offering additional or expert information on the legislative process or subjects of particular concern because of pending legislation or their importance to the State.

ORGANIZATION: The Office of Legislative Assistants was established in January, 1973 by a policy directive of the Legislative Council in order to provide non-partisan year-round legislative assistance to the Legislature and is responsible to the Legislative Council and the Legislative Administrative Director. The Legislative Council appointed the Coordinator of Legislative Assistants who supervises and assigns staff to Committees and studies; appoints authorized applicants to staff positions with the approval of the Legislative Council and hires clerical employees, in addition to regular session and interim work.

The Office operates on a non-partisan, permanent basis and the Coordinator and Assistants are appointed without reference to party affiliation. The Coordinator and 6 Assistants are attorneys. The other 7 have various advanced degrees. Their diverse educational backgrounds and experience in areas of government, business, education and science help provide a broad range of knowledge and resources to the Legislature.

The assistants have been authorized by PL 1981, c. 524, to provide staff assistance to Legislative Committees undertaking review of administrative agency rules. This assistance will include review of rules according to the criteria in the Act, participating in public hearings, writing reports and drafting any necessary legislation. A research Assistant joined the Office to assist the staff in their assignments outlined in a National Science Foundation grant, awarded to the Legislature in 1980 for 3 years, to investigate and evaluate the Legislature's need for and use of scientific, technical and engineering information.

PROGRAM: During fiscal year 1982, the Legislative Assistants completed narrative reports for Committee studies ordered by the 109th and the 110th Legislature and approved by the Legislative Council; they also drafted any legislation required as a result of the Committee's decision. Examples of these tasks are the report and legislation which resulted from a study of the Joint Select Committee on Education and reported to the Second Regular Session of the 110th Legislature.

The Assistants provided information on and assisted Joint Standing Committees in reviewing more than 400 bills and drafted committee amendments and new drafts.

Education. A great number and variety of scientific and technical problems come before the Legislature each session, ranging from hazardous waste storage and transportation to health care and economic projections. In order to investigate and deal with these problems, the Legislative Council applied for a National Science Foundation grant, which was awarded in September, 1980. The Coordinator of the Office of Legislative Assistants is the Project Director for the grant, which is to implement a state science, engineering and technology (SET) project, and all staff have been involved in the planning and execution of projects to be completed during the 3-year period of the grant. Among the goals are for legislators, staff and resource persons in the SET community to participate in the collection and exchange of SET resource information, analytical capability, and improved methods of communication.

During the First Regular Session of the 110th Legislature, several workshops were held on legislative reapportionment, electric power, and nuclear waste, and further workshops on topics relating to proposed legislation will be held during the Second Regular Session. A computer program has been established to provide a socio-economic data base to be used in econometric studies, using the most up-to-date Census information. Other projects planned include written and taped issue briefs, conferences and improved analytic capabilities.

During the 110th Legislature, the Coordinator worked with the Dean of the University of Maine Law School to provide a series of seminars taught by Law School faculty on Legal Perspectives for Legislators. The topics of the seminars included Legislative Intent, Constitutional Problems, Welfare Law, Statutory Interpretation, Computer Crime and Constitutional Law Developments in the Equalization of Public School Financing.

The Assistants provided workshops for Legislators on: Reapportionment; Canadian Tidal Power Development; Recent Population Changes in Maine; Structure of Public Utility Regulating Commissions; and Nuclear Power. Staff Seminars were held on Statutory Construction, Legislative Confidentiality, Block Grants, Press Relations and the Economic Recovery Act of 1981.

PUBLICATIONS:

The following list is illustrative of reports prepared by the Office of Legislative Assistants for the Legislature. A limited number of these reports are available to libraries, government agencies and offices and the general public.

1. Decommissioning of Nuclear Facilities
2. Certificate of Need
3. Maine's Boarding Home Program
4. Plea Bargaining
5. Manufactured Housing
6. Taxation of Mining or Minerals
7. Hazardous Waste Siting
8. Law Relating to Occupational Diseases
9. Equalization of Liquor Prices
10. Revision of Maine's Education Laws

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Legislative Council.

(OFFICE OF) LEGISLATIVE FINANCE OFFICER

RONALD H. LORD, LEGISLATIVE FINANCE OFFICER
BENT SCHLOSSER, Assistant Legislative Finance Officer

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1962

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 265; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 8 *Legislative Count:* 10

PURPOSE: The Office of Legislative Finance gathers factual information concerning the fiscal affairs of the State for the Joint Appropriations and Financial Affairs Committee of the Legislature to use in formulating appropriations proposals; examines appropriation requests made by state government executive agencies and others; conducts program evaluations as approved; and aids the Legislative Council in helping the Legislature or any committee of the Legislature in making independent determinations on fiscal matters.

The Office of Legislative Finance also provides staff support for the Joint Legislative Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Audit and Program Review for the Maine Sunset Act; the Joint Standing Committee on Transportation; and provides support services in the payment of legislative salaries and for the reimbursement of legislative expense accounts.

ORGANIZATION: The position of Legislative Finance Officer was first established in 1962 by PL 1961, c. 411. He was then, as now, a nonpartisan appointee whose appointment depended entirely on fitness to serve. The duties were essentially the same as they are at present, except that the Officer was directed to assist the Legislative Research Committee, instead of the Legislative Council which later succeeded it, in enabling the Legislature to form an independent judgment in financial matters.

Later statutes provided for a 7-year term for the Legislative Finance Officer, appointment of an Assistant Legislative Finance Officer, subject to the approval of the Legislative Council, and made the Legislative Finance Officer responsible to the Legislative Council for the performance of his duties.

In 1977, the Legislature authorized additional staff to provide for a program review capability with the Legislative Finance Office.

In 1981 the Legislative Council authorized one additional staff to provide financial assistance to the Committee on Transportation.

In addition to the Legislative Finance Officer and the Assistant Legislative Finance Officer, the Office of Legislative Finance also employs 2 budget analysts, 3 program analysts, and 2 secretaries.

PROGRAM: During FY 81, the Office of Legislative Finance assisted the Joint Standing Committee on Appropriations and the Legislative Council in completing several studies on financial policy and budget matters. In addition to providing this staff assistance, the Legislative Finance Office continued its routine duties of processing and paying joint committee and Legislator expenses involved in carrying out legislative duties. The Legislative Finance Office also continued the annual publication of its Compendium of State Fiscal Information.

During the first regular session of the 110th Legislature, the Legislative Finance Office performed 4 main functions: Firstly, the Office conducted a careful review of the financial impact upon state revenues and expenditures of every piece of proposed legislation. Secondly, the Office provided to the Legislature and to the Joint Standing Committee on Appropriations and Financial Affairs carefully evaluated estimates of present and future revenues of the State, combined with present and expected expenditures. Thirdly, the Office oversaw the initial preparation of many of the appropriations bills submitted for introduction into those sessions. This financial review of proposed legislation was manifested in the fiscal notes attached to bills receiving a favorable report from a committee, in the testimony provided by the Legislative Finance Office before Joint Standing Committees of the Legislature and in the budgetary ex-

pertise and advice rendered to the Appropriations Committee while that committee was formulating proposed legislative appropriations for the current biennium. The provisions of estimates of revenues and expenditures was a continuing service provided to the Legislature and to the Appropriations Committee enabling them to properly evaluate the financial policy of the State. The effort put into drafting appropriations bills was evident not only in many of the original bills submitted for introduction, but also in the numerous amendments to those bills and in the committee new drafts of appropriations bills which were reported out of the Appropriations Committee. Fourthly, provided financial assistance to the Committee on Transportation to improve their understanding and makeup of the Department of Transportation's Budget.

Program Review Division. In addition, the program review division provides research assistance and drafts reports and legislation for the Joint Standing Committee on Audit and Program Review. During FY 1981 the Committee evaluated and developed recommendations and accompanying legislation related to Sunset reviews of the Department of Human Services and 4 independent agencies. The Committee continued its ongoing Sunset work by beginning its review of the Departments of Mental Health and Mental Retardation and Corrections and 17 other independent agencies.

PUBLICATIONS:

Compendium of Fiscal Information: Publication #13, Dec. 1981. (Free, available on request)

A Report of the Joint Standing Committee on Audit and Program Review. Sunset Reviews of Group B-1 Departments and Independent Agencies. (Free, available on request)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH

DAVID S. SILSBY, DIRECTOR
BRIAN K. BLAISDELL, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2101
Mail Address: Statehouse Sta. #7, Augusta, Maine 04333

Established: 1947

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 267; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 12 *Legislative Count:* 13

Organizational Units:
Office of Legislative Information

PURPOSE: Many of the responsibilities of the Director of Legislative Research are set out by statute in Title 3, section 164 of the Maine Revised Statutes Annotated.

In addition to these statutory duties, the Director serves, under the authority of the Joint Rules of the Legislature, as a final processing point for all legislation before it is introduced into the Legislature, and as clerk of the Standing Committee on Bills in the Second Reading for both the House and the Senate, a duty which involves examining and correcting all legislation on matters of form prior to engrossment in either House.

The Director of Legislative Research, working with the Office of Legislative Information and with the Legislative Indexer, has been directed by the Legislative Council to develop computer technology for fast, accurate dissemination of information on the legislative process and on legislative enactments, and has recently been directed to implement a system of computerized drafting. The Legislative Information Office therefore maintains and continues to modernize its computerized bill status system, a system which tracks each piece of legislation from its

introduction into the Legislature to its final disposition. In addition, the Legislative Indexer both provides a consistent series of indexes for session enactments and for the Legislative Record, and maintains the Title and Section program which eliminates duplication and costly conflicts in pending legislation.

ORGANIZATION: The Legislature created the (Office of) Director of Legislative Research in 1947 (P.L. 1947, c. 392, sec. 25, VII and section 26), when it combined the Office of Revisor of Statutes, created under P.L. 1931, c. 210, with the function of administrator for the Legislative Research Committee, which was an outgrowth of the Tompkins Investigating Committee of the early 1940's. The Director was appointed by the Legislative Research Committee, was chosen "without reference to party affiliations," and was appointed to a 6-year term.

In 1957 the Director was authorized to appoint, with the approval of the Legislative Research Committee, an assistant director, technical assistants, and, subject to the Personnel Law, clerical assistants (PL 1957, c. 397). Due to collective bargaining all personnel in the Legislative branch have been removed from the Personnel Law.

In 1973, with the establishment of the Legislative Council and the abolition of the Legislative Research Committee (PL 1973, c. 590), the Director of Legislative Research was required to be appointed by the Legislative Council and to be responsible to it. Both the director and assistant director were to be appointed to 7-year terms.

In 1975 the Legislative Council established the Office of Legislative Information under the Office of Legislative Research and further authorized the creation of the position of Legislative Indexer, whose function was to consolidate as far as possible the 9 separate indexes being kept by various legislative offices into a single index, parts of which could be used for various purposes.

In 1977, the Legislative Council, responding to a study of legislative procedures and modernization, authorized hiring an additional attorney to help the office cope with the increasing number of bills requiring drafting and processing.

PROGRAM: During fiscal year 1982, the Office of Director of Legislative Research continued to serve five main functions: acting as a control point for the introduction of legislation, bill drafting, compilation of the Errors Bill, revising and publishing the statutes and supervising computerization of the legislative process.

Before and during the Second Regular Session of the 110th Legislature and the five special sessions, the office served as a control point for the introduction of legislation and for the maintenance of a standard form for that legislation.

Bill Drafting. Before and during the Second Regular Session and the five special sessions, the office provided the majority of bill drafting requested by individual legislators and carried out spot research to aid that drafting. During those sessions, the office processed 470 bill requests and 365 amendments. The office also processed 548 Joint Orders and resolutions for introduction most of which were "congratulatory orders" recognizing various Maine citizens for achievement. As a ratio of all documents prepared during a session, the number of joint orders and resolutions passed by the Second Regular Session of the 110th Legislature and the five special sessions represents a 120% increase above the corresponding amount by the First Regular Session of the 110th Legislature.

Publishing. During the interim between legislative sessions, the office devoted the majority of its efforts to publishing newly-enacted statutes, to revising the master setup of the Maine statutes maintained in the office and to placing the full text of the Maine Statutes in the office's computer data base. Once in the data base any section of the statutes can be called up on to a terminal screen for drafting purposes. With in-house printing of Legislative Documents now a reality, the entire process of bill drafting and printing will be greatly accelerated. During the summer of 1981, the office published the soft bound edition of the Acts and Resolves of the First Regular Session of the 110th Legislature, and distributed approximately 6,500 copies of it to legislators, government agencies, and the public. It also published Volume 1 of the 1981 Laws of Maine, a hard bound official edition of laws enacted during 1981, in the spring of 1982. During fiscal year 1981-82, the office assisted the commercial publisher of the Maine Revised Statutes by providing material for the supplementary pamphlets and pocket parts for 1981-82; by providing material for and checking the republication of several volumes of the statutes; and by providing material during the Second Regular Session of the 110th Legislature for the Maine Legislative Service. The office also continued preparation for commercial

republication of other volumes of the Maine Revised Statutes.

Errors and Inconsistencies Bill. Also during the interim, the Director, in cooperation with the Attorney General, state agencies, and the Judiciary Committee of the Legislature, compiled the Errors and Inconsistencies Bill for introduction into the Second Regular Session. This bill, as presented to the Legislature, contained non-substantive changes and corrections needed to avoid errors, confusions and duplications in the Maine Revised Statutes.

Conflicts. Throughout the Second Regular Session, the office, acting through its Legislative Indexer and Legislative Attorney, monitored pending legislation through the Title and Section program in order to avoid unnecessary statutory conflicts and duplications. It is hoped that State departments and agencies will take note of this system and use it to its capacity, as it provides a convenient method of showing all proposed legislative changes to any portion of the Maine Revised Statutes.

Status. Also during this fiscal year, the Legislative Research Office, working through the Office of Legislative Information, continued to develop and maintain the legislative bill status system. During the Second Regular Session, the Office of Legislative Information used this status system to provide current information on all bills introduced into the Second Regular Session of the 110th Legislature, including indexes of all introduced legislation by subject, committee of reference, sponsor, and legislative document number.

Information. As well, the Legislative Information Office answered a large number of in-person and telephone queries from legislators, the press and the public about legislation introduced and enacted during recent legislative session, and published and distributed 1,000 copies of the *History and Disposition of Legislative Documents and Papers of the 110th Legislature, First Regular Session.* This publication is a pamphlet, printed from a computerized readout, of the final status of all legislation introduced into the First Regular session, indexed by subject, and includes pertinent legislative history about that legislation.

In looking to the future, it is the hope of the Director that a more timely approach can be developed for processing the legislative programs of the various departments and agencies, and the office intends to work with all branches of State Government in bringing this about.

Two long-range goals of the Legislative Research Office remain: first, to establish computer enhancements within the limits of available funds which will increase the speed, efficiency and accuracy of the legislative drafting process and which will aid in continuous statutory revision, and second, to revise, either on a volume by volume basis or by a bulk revision, the entire set of the Maine Revised Statutes. In either case a revision in whole or in part will not only enable legislative changes to be more clearly understood but will reinstitute the systematic updating of the State's statutory reporting system.

PUBLICATIONS: 1981

1. *1981 Maine Revised Statutes Annotated*—Consisting of 27 volumes of text resulting from the tenth revision in 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials in accordance with 3 MRSA 173 and distributed through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Tenth Legislature* of the State of Maine at the second regular session, January 6, 1982 to April 13, 1982. Contains a subject index.

(Limited publication available in the fall of 1982 without charge from the Office of Legislative Research.)

3. *Legislative Documents and Papers of the 110th Legislature,* second regular session, History and Final Disposition. Compiled and made available by the Legislative Information Office.

(Limited publication available in the fall of 1982 without charge from the Legislative Information Office.)

4. *State of Maine Manual for Legislative Drafting* August 1980. (Limited publication available while supplies last from the Office of Legislative Research or on loan from the Legislative Reference Library).

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	276,020	276,020				
Health Benefits	6,340	6,340				
Retirement	45,406	45,406				
Other Fringe Benefits	2,565	2,565				
Rents	3,306	3,306				
Commodities	1,727	1,727				
Equipment	981	981				
Other Contractual Service	338,776	338,776				
TOTAL EXPENDITURES	675,121	675,121				

LEGISLATIVE INFORMATION OFFICE

CHARLOTTE E. CARRIE, INFORMATION OFFICER
DOROTHY L. ROLLINS, Assistant Information Officer

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-3021
Mail Address: Statehouse Sta. #7, Augusta, Maine 04333

Established: 1947

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 2671; *Citation:* 3 M.R.S.A., Sect. 164

PROGRAM: This unit does not submit an individual report. See the submission of the (Office of) Director of Legislative Research.

LAW AND LEGISLATIVE REFERENCE LIBRARY

EDITH L. HARY, STATE LAW LIBRARIAN

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-2648
Mail Address: Statehouse, Sta. #43, Augusta, Maine 04333

Established: 1971

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 268; *Citation:* 3 M.R.S.A., Sect. 171-174.

Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The State Law Librarian, who heads the Law and Legislative Reference Library, has three main duties: to provide a reference service for the Legislature and public; to provide a law library for State and public use; and, to distribute and sell the State's official legal publications.

The State Law Librarian provides a comprehensive reference service on legislative problems for the Legislature, its committees and staff, and collects and maintains numerous publications and files relative to legislative problems. These services and facilities are available to state, county and local officials and to the general public as well.

The State Law Librarian also maintains an extensive law library for the use of state agencies, the judiciary, attorneys and the general public. This library includes copies of the statutes of the United States, of all 50 states, of England, of Canada and of the Canadian provinces, court reports of the federal judiciary, the several states, England and Canada, a sizable collection of legal treatises and of legal periodicals and many publications of state and national bar associations. As a selective depository for federal documents it receives the published legal decisions of various government agencies, bills introduced in Congress and other items appropriate to its judicial/legislative functions. Briefs and records of cases heard by the Maine Supreme Judicial Court are also available. Assistance is given to county law libraries and their associations in order to further their development.

The State Law Librarian distributes copies of the Maine Revised Statutes Annotated, supplements thereto, and copies of the session laws to the Legislature, legislative committees and state agencies, to the judiciary, and to county law libraries. Copies of these publications are sold to county and municipal officials and others enumerated by statute. Distribution of the copies of the printed decisions of the Maine Supreme Judicial Court to recipients enumerated by statute is also under the supervision of the librarian. Copies of all these publications are exchanged with other states for copies of their statutes, session laws, and court reports.

Finally, the State Law Librarian formulates policies for and administers the State Law and Legislative Reference Library.

ORGANIZATION: The Law and Legislative Reference Library, together with the position of State Law Librarian, who is the Director, was created in 1971 by PL 1971, c. 480, which transferred the functions formerly performed by the law section of the State Library into the Law and Legislative Reference Library. The State Law Librarian, who is nonpartisan and chosen solely on the ground of professional competence, is appointed by the Legislative Council for a term of 7 years. The State Law Librarian appoints a deputy law librarian, subject to the approval of the Legislative Council, for a term of 7 years and employs all necessary assistants.

The librarian is an ex-officio member of the State Court Library Committee created in 1981.

PROGRAM:

Acquisitions/Technical Services. The basic collection of state and federal statutes, session laws and court reports were kept current, along with upkeep material for reference materials, finding aids and treatises; but cost pressures significantly reduced the number of new titles purchased. Through distribution of Maine legal publications, the Library received in exchange the statutory materials, the session laws, and the court reports of many states. A number of states cancelled exchanges for Maine session laws as it is becoming more economical through space saving to purchase these in microform. From states or private/nonprofit sources the Library solicited free or token-priced materials of current topical interest for the legislative reference collection. Through the U.S. government depository privilege the U.S. documents collection increased by 1074 titles (1328 pieces) and 5841 fiche (1484 titles); 18 new depository categories were selected. 1377 volumes were added to the law collection. Briefs of the Maine Supreme Judicial Court for the terms from January 1981 through May 1982 (totaling 1173 pieces) were received.

Purchases of the major portion of the U.S. quasi-judicial reports (I.C.C., N.L.R.B., etc.) and the first series of *New York Supplement* in microform were initiated, together with a reader-printer to facilitate their use.

The catalog/index was kept current with appropriate bibliographical and informational entries. A master file of legislative committee studies was assembled for binding.

Reference Services. Reference requests continued to increase, eliciting 3356 reference or research responses. The Clipping Service, covering subjects of current interest on Maine government, politics, legislative sessions and issues, and the Maine legal profession, received an additional 982 requests. The Library's LEGIST terminal and other legislative information tools saw constant use during the sessions and generally increased their customers as clientele were educated to their use.

The reduction of the Kennebec County Law Library to a Tier IV collection (see 1981 Public Law Ch. 510) led to much greater use of the State Law Library by the Kennebec Bar.

Circulation. 6,963 items were circulated outside the Library, the decrease attributable to the policy of furnishing more material in photocopy. Nearly 55,500 copies were logged on the Library's Xerox 400 copier by the Staff, personnel of other departments, and the public generally.

Patrons continued to benefit from direct mail service and from interlibrary loans from the University of Maine Law School Library. The daily cooperation between the State and Law School libraries is a major factor in providing adequate service throughout the State.

Educational & Consultative Services. The State Law Librarian again participated in the State Bar Association's "Bridging the Gap" program to acquaint newly admitted members of the Bar with the resources of the Library; discussed materials and techniques for researching Maine legal problems at the fourth Judicial Seminar for Maine Law Clerks; prepared a major educational program on library resources and legal materials for the annual meeting of the Maine Association of Legal Secretaries; participated in a "Legal Research Workshop" at the University of Maine, Orono; assisted the State Court Administrator in upgrading the collection of the Aroostook County Law Library, Caribou to serve the needs of a Supreme Court justice; and counselled several county law libraries and the Maine State Prison library.

With the passage of the legislation which created the State Court Library Committee and assigned the eighteen county law libraries to a Tier system (1981 Public Law Ch. 510) the State Law Librarian became an ex officio member of the Committee. Its purpose is to develop policies and exercise control over the county law library system—providing moderate supervision and assistance to each library to assure a level of operation consistent with the size of the collections, funds allocated, and personnel available for day to day service.

All professional staff members conducted programs and held briefing sessions on legal bibliography, government documents, legislative research and the legislative process for various college classes, personnel of other departments (particularly legal and legislative staff) and for other librarians. Throughout the legislative sessions the Library circulated to legislators and staff *Lists of Current Acquisitions* related to legislative proposals and problems. Staff members also attended workshops on the census and the National Technical Information Service. Visits were made to various Portland offices to observe *Juris, Lexis,* and *Westlaw* computer assisted legal research systems in operation.

Distribution of State Publications. In addition to the legal publications of the legislative and judicial departments and the Maine Bar Association which were distributed on an exchange basis, the Library distributed (or sold) copies of the 1980 and 1981 *Maine Session Laws,* the 1981 supplements and recompiled volumes 6 and 6A of the *Maine Revised Statutes Annotated,* four volumes of the *Maine Reporter* (cases from 418-440 A2d), sixteen legislative committee studies, the 463 legislative documents of the special and regular legislative session in FY 82, and six issues of the *Maine Bar Bulletin.* Slip laws were provided to the Cleaves Law Library and University of Maine Law School Library during the session as well as weekly printouts on the status of current legislation.

PUBLICATIONS:

Although the Library issued no separate publications other than its occasional *List of current acquisitions,* contributions of text and editorial work appeared in *Down East Libraries,* v.7 #4, highlighting legal information in Maine; in a paper on the "Maine court system" prepared for the Conference entitled Maine: Fifty Years of Change, 1940-1990, held in February 1982; and the revised editions of "Maine, how we govern" and the legislative publications of the League of Women Voters.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	132,473	132,473				
Health Benefits	3,420	3,420				
Retirement	20,494	20,494				
Other Fringe Benefits	460	460				
Other Contractual Service	30,247	30,247				
Commodities	38,487	38,487				
Grants—Subsidies—Pensions	122	122				
TOTAL EXPENDITURES	225,703	225,703				

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

GEORGETTE B. BERUBE, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-3401
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 300; *Citation:* 3 M.R.S.A. Sect 227

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the commission is to advise the director of the Maine-Canadian Legislative Advisory Office in the carrying out of his powers and duties, assisting him in encouraging increased cooperation between Maine and Canada, and especially between the Legislature of Maine and the legislative bodies of Canada and assisting him in encouraging economic, cultural and educational exchanges between Maine and the Canadian Provinces. The commission meets at least 4 times in each year with the director and at such other times on the call of the chairman, at the request of the director or at the request of any member, as shall be necessary to carry out its duties.

ORGANIZATION: Created February 3, 1978, the Maine-Canadian Legislative Advisory Commission consists of 7 members, all of whom shall be citizens of this State. The speaker of the House appoints 4 members, 2 for a term of one year and 2 for a term of 2 years. The President of the Senate appoints 3 members, 2 for a term of one year and 1 for a term of 2 years. At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House shall be fluent in the French language. In the event of the death or resignation of any member, the vacancy shall be filled for the remainder of the term in the same manner as the original appointment.

Members serve without compensation but may be reimbursed for travel and per diem expenses at the rate then current for state employees. Four members shall constitute a quorum. The commission shall designate one of its members as chairman.

PROGRAM: In August, bilateral issues were discussed with a member of the Quebec National Assembly. The October meeting focused on negotiations with Quebec concerning international snowmobile trails, pollution in a tributary of the St. John River and VIA rail cutbacks. At the January session, the chairman summarized Maine's participation in the Ottawa conference of the Association internationale des parlementaires de langue francaise and the director described the educational exchange which he and 3 St. John Valley superintendents undertook of guests of France. In June, discussions involved a review of FY 82, a flooding incident at the Grand Falls dam, translations and other services for various state departments and relations with executive branch and the federal government.

PUBLICATIONS:
See the listing under Maine-Canadian Legislative Advisory Office.

FINANCES, FISCAL YEAR 1982: 3 M.R.S.A. Sect 227 provides that expenditures of this unit, which amounted to $421.70 in FY 82, shall be borne by the Maine-Canadian Legislative Advisory Office and are, therefore, included in its financial display.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE

DONAT B. BOISVERT, DIRECTOR
GUYLAINE T. COTE, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-3401
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333
Established: February 3, 1978
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 299; *Citation:* 3 M.R.S.A. Sect 223
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The director of the Maine-Canadian Legislative Advisory Office is mandated to be "concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces." (P.L. 1978c.605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Maritime Provinces; to keep the Legislative Committees informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

ORGANIZATION: The Maine-Canadian Legislative Advisory Office and its Advisory Commission were created on February 3, 1978. The director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French, was appointed in January of 1980 by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an Administrative Assistant to help carry out the office's broad mandate.

The director holds quarterly meetings with the Advisory Commission and provides the commissioners with updates between meetings; he reports to and is subject to the direction of the Legislative Council.

PROGRAM: In addition to its primary function of advising the Legislature on Canadian matters, the Maine-Canadian Office also assists State departments and agencies, private corporations and non-profit organizations in their interactions with Quebec and the Maritime Provinces.

Legislative Committees. The director assists the Joint Standing Committees by providing them with provincial documents, governmental publications and other information relevant to their committee work; by apprising these committees of the possible impact of their legislative proposals on neighboring Canadian provinces and obtaining when expedient Canadian perspectives on these bills; and by reporting on the implications of Canadian legislation and related matters to the appropriate committees.

During FY 82, the Maine-Canadian Office issued special reports on Point Lepreau and on cultural relations with Quebec and New Brunswick. The office also provided legislators with hundreds of releases on topics including: the potato dispute, Head Harbor Passage, the Fundy tidal power project and other energy developments, the Atlantic salmon, VIA rail cutbacks and forestry issues.

Legislative Interaction. The director organizes interparliamentary visits, conferences and ad hoc meetings to familiarize legislators with their provincial counterparts and to facilitate communication on matters of joint concern.

In October of 1981, the director accompanied a delegation of Maine legislators who participated in the first meeting of the North-American section of the International Association of French-speaking Parliamentarians, held in Ottawa.

Economic Relations. The Maine-Canadian Office is mandated to promote economic exchanges with the neighboring Canadian provinces.

In FY 82, the office cooperated with the Congressional delegation in an effort to forestall the VIA rail cutbacks. The office also assisted local chambers of commerce, businesses and individuals in obtaining economic data on Canada and in translating materials into French.

Translation Service (English-French/French-English). The director translates official documents, helps legislators and state departments draft addresses and press releases (in French) and serves as interpretor when the occasion arises.

In addition to documents translated for legislators, the Maine-Canadian Office also prepared translations for the following agencies in FY 82: the Governor's Office, the Attorney General's Office, the Department of Environmental Protection, the Land Use Regulation Commission, the Department of Educational and Cultural Services, the State Museum, the Bureau of Taxation and the Department of Human Services.

Departmental Interaction. The Maine-Canadian Office assists departments of State government in their interactions with neighboring Canadian provinces by identifying the appropriate provincial agencies to be addressed; by keeping the various departments informed on the activities of their Canadian counterparts and by otherwise facilitating two-way communication.

During FY 82, the Maine-Canadian Office distributed over 600 items to the following state agencies: Agriculture, Energy Resources, Environmental Protection, Forestry, Inland Fisheries, Marine Resources and Public Utilities.

Francophone Services. The office also assists in maintaining and developing cultural ties existing between the Franco-Americans of Maine and the French-Canadians of Quebec and the Maritime Provinces and acts as a liaison between non-profit cultural groups and the French Consulate, the Canadian Consulate and the Quebec Government Bureau.

In November of 1981, the director accompanied 3 St. John Valley school administrators on an educational exchange program as guests of the Government of France. In addition, the Maine-Canadian Office has also received visits from Canadian and French dignitaries; assisted schools with projects involving Canada; participated in conferences on Franco-Americans; provided researchers with assistance on Franco-American topics and represented the Maine-Canadian Legislative Advisory Commission at several functions including: the commemoration of St. Croix Island as an international historic site, Dominion Day at the Canadian Consulate, Bastille Day at the French Consulate and the Fete nationale at the Quebec Government Delegation.

Information Service. The Maine-Canadian Office serves as a reference service for Canadian and French officials to facilitate their interactions with the Government of Maine and its citizens and also acts as a clearing house for information on Quebec and the Maritime Provinces for legislators, State departments and agencies, the press, researchers, schools and the public through in-person visits, telephone calls and correspondence. The office also disseminates information on Maine-Canadian relations through press releases, conferences and publications.

In response to public demand, the office has initiated a display featuring travel information on Maine, Quebec and the Atlantic Provinces and has disseminated hundreds of tourist publications about our region to State House visitors.

PUBLICATIONS:

Point Lepreau: nuclear power for export
The Maine-Canadian Cultural Connection
Liaison Maine-Canada (a brochure)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	26,776	26,776				
Health Benefits	886	886				
Retirement	4,142	4,142				
Other Fringe Benefits	297	297				
Other Contractual Service	4,299	4,299				
Commodities	866	866				
Equipment	335	335				
TOTAL EXPENDITURES	37,601	37,601				

MAINE STATE COMPENSATION COMMISSION

DONALD E. NICOLL, CHAIRMAN

Central Office: Statehouse, Augusta *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 316; *Citation:* 3 M.R.S.A. Sect 2-A

ORGANIZATION: The first Session of the 110th Legislature established the State Compensation Commission which is required to report to the Legislature and the Governor with recommendations "For all regular and special sessions of the next Legislature; for all compensation of Legislators and representatives of Indian tribes, including, but not limited to, all payments for salaries; for meals, housing, travel, mileage and all other expenses and allowances; for additional services as President of the Senate, Speaker of the House, and as a member of leadership; and for constituent services. The report shall also contain recommendations for compensation for the Attorney General, the Secretary of State, the Treasurer of State and the State Auditor. The report may contain other recommendations."

As enacted, Chapter 498, Public Laws of 1981, provides for the appointment of a State Compensation Commission for each Legislature, with its "term to coincide with the legislative biennium." The Commission's report is due "not later than January 15th of every even-numbered year." Appointment of this, the first State Compensation Commission, was not completed until January 1982. Therefore, it was not possible for the Commission to complete its work until mid-March.

The President of the Senate and the Speaker of the House requested that the Commission also make recommendations "dealing with the salaries of the Clerk of the House and the Secretary of the Senate and their assistants."

PROGRAM: Since its formation the Commission has held nine meetings, including two public hearings. It is required to hold a hearing on its report prior to submitting that report to the Governor and to the Legislature. The Commission held two hearings, one on February 8, 1982, to obtain information and public views on the questions before it, and one on March 18, 1982, to provide an opportunity for public comment on its draft report.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are included with those of the Legislative Council.

MAINE FOREST FIRE CONTROL STUDY COMMISSION

FRED E. HOLT, CHAIRMAN
ROBERT COPE, VICE CHAIRMAN

Central Office: Statehouse, Augusta *Telephone:* 743-2063
Mail Address: Rt. 1, Box 1120, Norway, Maine 04268

Established: May 4, 1982

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 366; *Citation:* C. 705, P.L. Part H, Sec. 3

Average Count—All Positions: 13 *Legislative Count:* 0

ORGANIZATION: The commission is composed of 13 members as follows: three members of the Legislature, one appointed by the President of the Senate and 2 appointed by the Speaker of the House; one member representing the Department of Conservation to be appointed by the commissioner; 3 municipal officials appointed by the Maine Municipal Association; one from a municipality within the Maine Forestry District, one from a heavily forested municipality outside the district and one from an urban area; one member appointed by the Maine Forest Products Council; one member appointed by the Paper Industry Information Office; one member appointed by the Maine Fire Chiefs' Association; and 3 public members without connection to the forest products industry, one of whom resides in the unorganized territory, appointed by the Governor.

PROGRAM: The commission shall: Review the organization, administration, funding and delivery of state forest fire control services, including present local capabilities for forest fire control, and review alternatives to forest fire prevention and suppression, including technique used in other states; identify the most modern, effective and cost efficient method for providing forest fire control services within the State utilizing and coordinating local resources; and make any other studies and evaluations necessary to fully assess existing laws and information relating to forest fire control.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE FOREST FIRE CONTROL STUDY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	996	996				
TOTAL EXPENDITURES	996	996				

COMMISSION ON INTERGOVERNMENTAL RELATIONS

JOHN L. MARTIN, SPEAKER OF THE HOUSE
RONALD LORD, EXECUTIVE SECRETARY

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1963

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 273; *Citation:* 3 M.R.S.A., Sect. 271

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 82.

COMMISSION ON INTERSTATE COOPERATION

REPRESENTATIVE DONALD CARTER, CHAIRMAN
SENATOR CARROLL E. MINKOWSKY, Secretary

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2101
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1939

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 272; *Citation:* 3 M.R.S.A., Sect. 201

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Interstate Cooperation serves to carry forward the participation of this State as a member of the Council of State Governments. To carry out this participation, the commission is authorized to perform all suitable acts as will, in the opinion of the commission, enable this State to do its part in forming a more perfect union among the various governments in the United States and to develop the Council of State Governments for that purpose.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members: 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission.

PROGRAM: The Commission continues to serve as a clearinghouse for information on state programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the activities of the National Conference of State Legislatures. Members of the Commission represented Maine at a number of regional and national conferences during the year.

PUBLICATIONS:

1. Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.

2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarrett and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Municipal Bond Bank.

3. *Publications 1980*, Council of State Governments 1980. (Lists over 1,000 publications available through CSG dealing with topics of current interest to persons involved in state government, such as legislation, environment, administration, fiscal affairs, etc.) Available from the Council of State Governments, P.O. Box 11910, Iron Works Pike, Lexington, Ky. There may be a small fee for this publication.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	3,293	3,293				
Grants—Subsidies—Pensions	56,980	56,980				
TOTAL EXPENDITURES	60,273	60,273				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRPERSON

Central Office: 4 Moulton Street, Portland *Telephone:* 772-6565
Mail Address: 4 Moulton Street, Portland, Maine 04112
Established: August 20, 1955 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 271; *Citation:* 3 M.R.S.A., Sect. 241

PROGRAM: This unit did not submit an individual report.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	6,728	6,728				
TOTAL EXPENDITURES	6,728	6,728				

MAINE SMALL BUSINESS LOAN AUTHORITY BOARD

CONRAD GRONDIN, CHAIRPERSON
ROBERT G. O'MALLEY, Director Business Loans

Central Office: State Office Bldg., Room 216, Augusta *Telephone:* 289-2094
Mail Address: Statehouse Sta. #99, Augusta, Maine 04333
Established: October 1977 *Sunset Review:* June 30, 1988
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 167; *Citation:* 5 M.R.S.A. Sect. 15004
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Small Business Loan Authority Board was established to administer the Maine Small Business Loan Act. This Act was designed to insure small business loans made to Maine residents thus fostering small business development and increased economic and employment opportunities in Maine. The Board is authorized to insure the payment of up to 80% of eligible projects which include: any lands, buildings, real estate improvements or machinery and equipment, merchandise and stock with auxiliary real and personal property that are used by an industrial, manufacturing, fishing or agricultural enterprise, sales and service, or both for the manufacturing, processing assembling or preparing for market of raw materials or other products, or for the purposes of research and development for such enterprises.

The ultimate purpose of the Board is to enable Maine residents to start small businesses by insuring their loans. This purpose shall be primarily implemented through the Loan Insurance Fund.

ORGANIZATION: The Maine Small Business Loan Authority Board is established as a body corporate and politic consisting of 10 members including the Director of the State Develop-

ment Office, the state treasurer and 8 members at large appointed by the Governor for a period of 4 years. The Board elects a chairman, vice-chairman, and treasurer, from its membership, and employs a manager who shall be the secretary. The treasurer and the secretary must be bonded as the Board directs. The manager is appointed by the Governor with the consent of a majority of the Board and tenure is at the pleasure of the Governor.

PROGRAM: After its fourth year of operation, the Maine Small Business Loan Authority Board approved loans totaling $1,290,000. This was accomplished through various banks throughout the State. The businesses approved represent a broad diversification of small business. Examples are: a grocery store, a saw mill, an engineering company, a retail fish market, and others. The Board has had several situations where a loan has been shared equally with the Maine Veterans Small Business Loan Authority.

The program did not suffer a loan loss this year. The economy with its high interest rates have held business development down. The board is proceeding in a cautious and prudent manner while helping to develop and expand business throughout the State.

PUBLICATIONS: Fact sheet which details how a person should apply for a loan.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SMALL BUSINESS LOAN AUTHORITY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	22,539					22,539
Health Benefits	609					609
Retirement	3,826					3,826
Other Fringe Benefits	88					88
Other Contractual Service	3,971					3,971
Rents	88					88
Commodities	140					140
Transfers to Other Funds	3,762					3,762
TOTAL EXPENDITURES	35,023					35,023

LOBSTER ADVISORY COUNCIL

EDWARD A. BLACKMORE, CHAIRMAN
SPENCER APOLLONIO, Commissioner, Marine Resources

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 340; *Citation:* 12 M.R.S.A. Sect. 6462

PURPOSE: The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION: Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed $2,000 a year. A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and it may meet at other times at the call of the chairman or the Commissioner.

PROGRAM: The council met six times during FY 1982. One of the highlights of the year was a joint meeting of the Lobster Council and the Department's Advisory Council. At this meeting, Council members and Department staff discussed mutual problems and concerns. During the year the council made suggested revisions to the Department's seed lobster program. At their suggestion, escape panel and runner and sill regulations were promulgated. Industry lobster legislation, handling of fishermen gear conflicts, management guidelines and objectives and organizational matters were discussed and dealt with throughout the year. Throughout the year the council provided advice to the Commissioner and the Department on matters affecting Maine's lobsters and the lobster industry.

FINANCES, FISCAL YEAR 1982: 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to $1,160.89 in FY 82, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

STATE LOTTERY COMMISSION

PETER GORMAN, CHAIRMAN
RICHARD CAREY, Director of State Lotteries

Central Office: 73 Winthrop Street, Augusta — *Telephone:* 289-2081
Mail Address: Statehouse Sta. #30, Augusta, Maine 04333 — *WATS:* 1-800-452-8777

Established: 1973 — *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 364; *Citation:* 8 M.R.S.A., Sect. 351

Average Count—All Positions: 27 — *Legislative Count:* 40

Organizational Units:

Administrative Division
Financial Division
Marketing Division
Production Division
Claim and Licensing Division

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes,

operating costs and for transfer to the State's General Fund; to make recommendations and set policy for State lotteries; to approve or reject reports of the Director of State Lotteries; and to transact other business that may be properly brought before it.

The Director of State Lotteries is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the Director of State Lotteries. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

The Director of State Lotteries is appointed by the Governor, to serve a term at the pleasure of the Governor. The Director acts as both chief administrative officer and executive secretary of the Commission.

PROGRAM: The State Lottery Commission, which implemented a new Daily Game in June of 1980, brought the Weekly Game to an end on January 22, 1981 upon the recommendation of the Director. The Weekly Game had been the first Lottery Game sold in June of 1974. On March 30, 1981, the Lottery brought to an end its use of the banks as ticket distributors to agents. To replace the banking network, the Lottery's Field Representatives now deliver tickets and cash those tickets up at the agent's location. The use of Field Representatives to deliver and cash up tickets has not only resulted in a closer relationship with the agents, it has resulted in a competitive spirit between Field Representatives.

LICENSES, PERMITS, ETC.:

License:

Lottery Sales Agent: Licenses are issued for an indefinite period and subject to recall by the Commission when it feels the agent is not acting in the best interest of the Lottery or the State. Licenses are now issued at no charge.

PUBLICATIONS: *Action,* a newsletter distributed to sales agents. Copies can be obtained upon request of the Commission.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE LOTTERY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	441,393					441,393
Health Benefits	15,094					15,094
Retirement	66,440					66,440
Other Fringe Benefits	475					475
Computer Services—State	4,243					4,243
Other Contractual Service	628,254					628,254
Rents	38,223					38,223
Commodities	25,211					25,211
Grants—Subsidies—Pensions	243					243
Transfers to Other Funds	11,849					11,849
TOTAL EXPENDITURES	1,231,425					1,231,425

LOW-LEVEL WASTE SITING COMMISSION

REP. JUDY KANY, CHAIRPERSON
COMM. HENRY WARREN (D.E.P.), VICE-CHAIRMAN

Central Office: D.E.P. Office, Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: 1981

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 433; *Citation:* 10 MRSA, Sect. 175

Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE:

A. Study the management, transportation and disposal of low-level waste generated in or near this State;
B. Evaluate current radioactive waste classifications and propose alternatives, if appropriate;
C. Evaluate methods and criteria for siting low-level waste disposal facilities; and
D. Assist the Governor in regional efforts to manage low-level waste.

ORGANIZATION: Membership; appointment. The commission shall consist of 9 members, who shall be appointed as follows. The Commissioners of Environmental Protection and Human Services, and the State Geologist, or their designees, shall be members of the commission. The President of the Senate shall appoint 2 Senators and one person from an organization that is a low-level waste licensee. The Speaker of the House of Representatives shall appoint 2 Representatives and one person from an organization that is a low-level waste licensee. The members shall be appointed in a timely manner. The Chairman of the Legislative Council shall call the first meeting of the commission, and at this meeting the commission shall elect a chairman and a vice-chairman from its membership.

PROGRAM: This Commission, whose organizing statute was effective on September 18, 1981, met on September 25, 1981 to organize and begin its study of the Low-Level Waste problem. The Commission met periodically throughout the fiscal year in public session to hear reports from knowledgeable persons and review materials generated both inside and outside the state. The Commission produced an interim report of its progress in June, 1982.

The full Commission has also continually reviewed and commented on drafts of a proposed Northeastern Low-Level Waste Disposal and Management Compact being negotiated among eleven Northeastern states. Three Commission members are delegates to the compact negotiations.

PUBLICATIONS:

Interim Report of the Commission to the Governor and the Legislature, June 1982

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LOW-LEVEL WASTE SITING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,515		1,515			
TOTAL EXPENDITURES	1,515		1,515			

DEPARTMENT OF MARINE RESOURCES

SPENCER APOLLONIO, COMMISSIONER
RICHARD P. CHOATE, Deputy Commissioner

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1867 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188; *Citation:* 12 M.R.S.A., Sect. 3451

Average Count—All Positions: 170 *Legislative Count:* 88

Organizational Units:
Bureau of Administration
Bureau of Marine Development
Bureau of Marine Sciences
Bureau of Marine Patrol

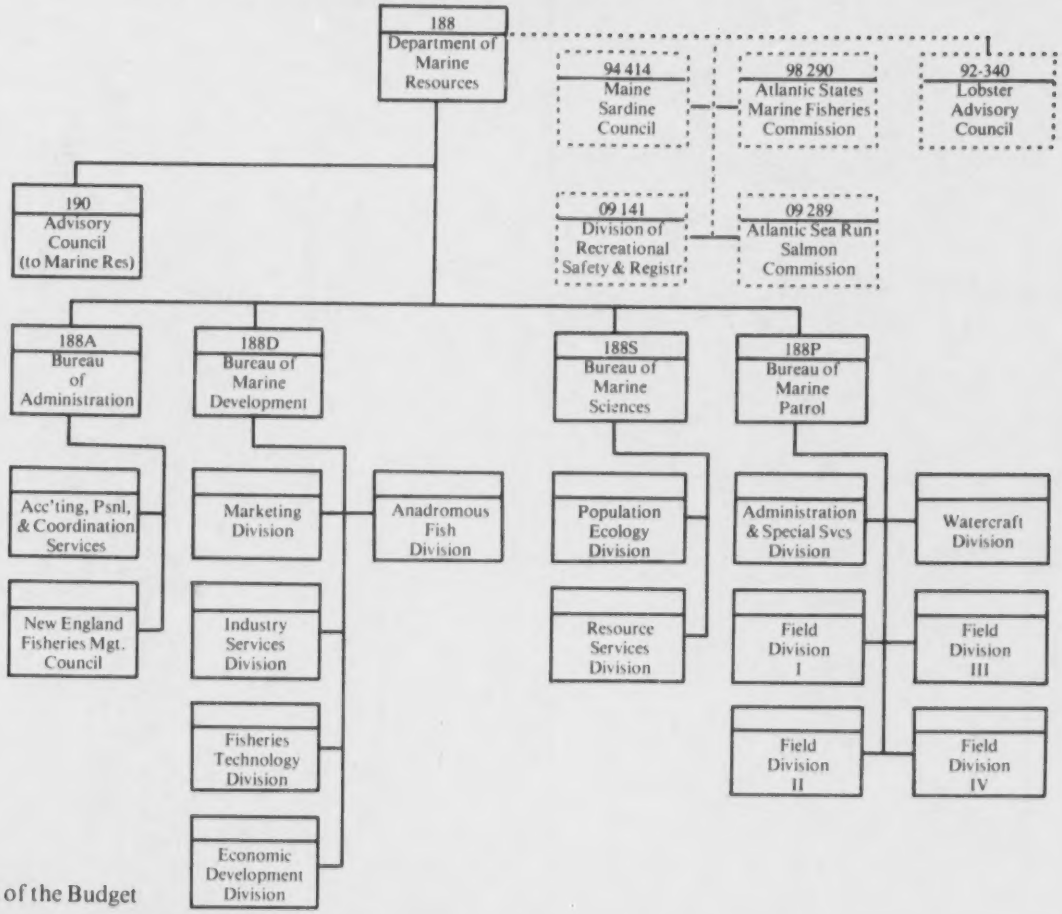
PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all interrelated matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioners of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new nine-member Lobster Advisory Council was established by Legislature to assist the Commission on matters related to the industry.

PROGRAM: Principal objectives, in addition to ongoing activities, for DMR during the past year have been: 1) to develop a groundfish economic development program in full consultation with the fishing industry, 2) to insist upon the highest level of professional training for members of DMR's Bureau of Marine Patrol, 3) to develop a marine sciences program that would truly serve fisheries management needs in the Gulf of Maine, 4) to elevate DMR's Extension Service to greater visibility, and 5) to reach out to other marine research institutions to stimulate cooperative interests in the problems of Maine's fisheries. The following briefly summarizes progress on these objectives. More details on these and other activities will be found in the individual Bureau Reports.

ORGANIZATIONAL CHART
DEPARTMENT OF MARINE RESOURCES
UMB 13



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF MARINE RESOURCES

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	2,450,645	1,827,126	185,279		438,240	
Health Benefits	80,310	60,056	5,127		15,127	
Retirement	518,329	419,492	35,831		63,006	
Other Fringe Benefits	11,853	10,613	660		580	
Other Contractual Service	804,399	520,397	15,503		268,499	
Rents	18,382	16,577	284		1,521	
Commodities	213,365	145,045	54,939		13,381	
Grants—Subsidies—Pensions	25,967	23,190	2,173		604	
Equipment	272,383	255,199	17,184			
Transfers to Other Funds	16,861		4,734		12,127	
TOTAL EXPENDITURES	4,412,494	3,277,695	321,714		813,085	

Groundfish Economic Development. In order to initiate and carry out the "Catch the Taste" groundfish development program (with emphasis on Maine-caught fish—flounder, haddock, cod, pollock, hake and cusk), it was necessary to build a new DMR development staff in its entirety. There are now two able full-time people working very closely with industry in the areas of marketing and economic development. In addition, the Director of our Bureau of Marine Development is heavily but not totally involved in this program. The preliminary field trial in Portland was well received. The fishermen who are familiar with the program are enthusiastic and processors in general are supportive of the strategy DMR has proposed. Planning is now nearly complete for the second and major expansion of the program in early summer into those distant markets which we believe may have the ability to absorb a substantial part of Maine's landings at a price which will bring many of the direct and value-added profits to Maine fishermen, processors and others in the related industries. It is DMR's intention, as a public agency, to serve the industry by providing the basics needed for a successful program which will be carried on later by the industry.

Marine Patrol. Training programs have been carefully reviewed and recommendations made by a committee of officers to insure that our personnel receive as much professional training as is reasonably available. Officers have responded clearly and positively to those opportunities to increase their self-confidence and professional stature as natural resources enforcement officers. Officers in the field contribute direct and immediate knowledge from the field to personnel in other bureaus who have less opportunity for field work and thus less frequent direct contact with the industry.

A thorough and continuing review of the Bureau's needs for boats, vehicles and equipment has been initiated to insure that realistic and economical equipment is available to the officers within the practical limitations of the budget. One result of this review is that patrol vessels are now available during limited seasonal periods in support of other DMR activities,—a significant increase in DMR flexibility and capability to carry on a variety of patrol, research and development programs in austere times.

Marine Sciences. The Director of the Bureau of Marine Sciences has been with DMR for approximately one and one-half years. Much of his time has necessarily been devoted to administrative responsibilities and reorganizations in the bureau,—but directed primarily toward the goal of insuring that the bureau is responsive to the realities of fishery management. This is a highly contentious area with a plethora of experts and little consensus. His approach to the problem is a major and rather revolutionary (within the context of marine fisheries management) undertaking, and it is necessarily proceeding slowly and deliberately. The focus of the Director's approach to the problem, nevertheless, is attracting active interest and support from other federal, regional and private institutions because of growing awareness that his approach is indeed necessary and appropriate.

Extension Service. The Fishery Technology Service is minimally staffed, but has a practical and very active priority program of gear development designed to increase fishing efficiency and to reduce fishing costs and wastes of fish as a result of imperfect gear. In addition, the grass-roots approach of this program brings the Department in direct contact with a wide variety of important fishery issues where industry members and department personnel can work together in resolving matters of concern to fisheries conservation, development and efficiency. Cooperation with other agencies and groups involved in this work is improving daily—again to the benefit of the fishermen served by DMR.

Inter-agency Marine Research Relationships. Recognizing that marine research and fisheries management is a very big issue indeed, DMR has tried to enlist or create as much inter-agency cooperation as possible. These steps include the creation of a joint appointment at the Assistant Professor level with UMO, the signing of a 20-year lease with the Bigelow Laboratory for Ocean Sciences at Boothbay Harbor, the initiative to consolidate Maine's marine research capabilities in the most economical and productive physical location, and smaller, informal and cooperative projects with the New England Fishery Management Council, the College of the Atlantic, the Bigelow Laboratory, and the Woods Hole Oceanographic Institution. A new working relation was also initiated with the Marine Law Institute, USM, for the publication of a timely newsletter analyzing significant developments in interjurisdictional marine law.

General Comments: Councils. The department has two formal Advisory Councils (one a general council and the other a lobster council) both appointed by the Governor. These are ac-

tive, interested and able councils dealing regularly at well-attended meetings with issues of statutory responsibility and of immediate interest to the industry. The meetings are never without substantive issues, never "pro forma", and never dull. Because the formal councils have proven so effective, we have two informal councils who assist the department in matters of concern to the marine worm industry and the herring industry.

Highlights of a Variety of DMR Activities. DMR has a small but very active and well-received marine education program addressed to primary and secondary school students and to lesser extent to adults. It performs a very valuable service of informing Maine people of the state's marine resources.

The shellfish inspection and public health program is particularly active. Certain of its activities have been adopted as national and international standards for dealing with marine shellfish public health problems. It probably has greater responsibilities than can be properly handled by present capabilities. This question is now under review with the U.S. Food and Drug Administration.

The department's anadromous fish division is small but has a full research and development program. Now that there is accelerating interest in hydropower production, this unit has significantly increased responsibilities in insuring that the fish runs shall continue unimpaired. Detailed technical review and comment on hydropower proposals has become a significant part of its activities and can only be expected to increase.

Marine Patrol Officers equipped with scuba equipment have responded very rapidly on a number of occasions to drowning accidents which are too frequent along the coast. They have built the reputation of responding immediately when called and asking questions after the job is done. This is as difficult and unpleasant a job as state service has to offer.

DMR changed its license application procedures in order to acquire basic information of ultimate benefit to the industry. The clerical and administrative staff has handled this difficult transition and increased activity with skill and efficiency.

Fishing Industry Issues. In general, all segments of Maine's fishing industry are doing well. Landings and economic return are strong.

The issue of the U.S.-Canadian boundary in the Gulf of Maine is now in The Hague. Within two years there will be a final answer on that question. It is very difficult to predict at this time how the U.S. will fare on that issue.

There is great concern over the increasing prevalence of gear conflicts among Maine fishermen. They result from the high value of finite resources attracting increasing numbers of fishermen, and they seem to defy equitable or even practical solutions short of putting some segments out of business. This trend is of increasing seriousness, and can be expected to consume ever-increasing administrative and enforcement time. Through a cooperative effort within the department, the possibility of developing innovative non-competing fishing gear is being explored. In the future it may be anticipated that measures not presently socially acceptable may be required to deal with increasingly explosive conflicts. This phenomenon, it is of some comfort to note, is not confined to Maine, but is a wide spread issue in U.S. fisheries.

DMR has been the leader in changing a very difficult and unsatisfactory federal groundfish management regime affecting thousands of fishermen from Maine to Virginia. Department efforts were based in part on a recognition that fisheries science, as conventionally practiced, and fisheries management in a practical sense have not been aligned. DMR's efforts to change the groundfish management regime and the department's own new direction in marine science, as outlined above, are therefore closely related efforts.

Long Range Planning. A four-year plan is nearing completion in preparation for budget and program requests which will be presented for Fiscal Years 1984, 85, 86 and 87 to meet long range needs and demands in the Administration, Development, Sciences and Patrol Bureaus.

The increasing competition for high-value, common-property, marine resources inevitably means greater demands on all of DMR's capabilities. Many of those activities that private industry, operating on privately-held resources, would do for itself are or must be done by DMR on behalf of the industry. Because of the common-property nature of the resource, DMR carries on a very substantial part or all of the enforcement, public health protection, gear development, research, promotion, management and quality control for the entire industry. Long range planning will be based on the premise that DMR will be asked to increse its activities in all these areas and that it must be adequately funded to do so.

LICENSES, PERMITS, LEASES, ETC.:

Licenses:
- Wholesale Seafood
- Retail Seafood Dealer
- Supplemental Wholesale Seafood
- Commercial Fishing (Resident & Non-Resident)
- Shellfish Transportation
- Supplemental Shellfish Transportation
- Sea Moss (Resident & Non-Resident)
- Scallop Fishing
- Commercial Shellfish
- Marine Worm Dealers
- Supplemental Marine Worm Dealers
- Marine Worm Diggers
- Lobster and Crab Fishing
- Wholesale Crawfish Dealer
- Supplemental Wholesale Crawfish Dealer
- Retail Crawfish Dealer
- Lobster Transportation
- Lobster Meat Permit
- Supplemental Lobster Transportation
- Weir Licenses (Unorganized Townships)
- Importing Marine Species
- Shellfish Sanitation Certificates

Special License for:
- Aquaculture
- Research
- Education

Leases for:
- Aquaculture
- Research

PUBLICATIONS:

HOW TO PREPARE AND EAT MAINE LOBSTER—8 page leaflet—single copy free—commercial establishments $5 per 100

SEAFOOD DISHES FROM MAINE—6 page leaflet—single copy free—commercial establishments $3.60 per 100

SHRIMP MARVELS FROM MAINE—6 page leaflet—single copy free—commercial establishments $3.60 per 100.

THE MAINE DISH IS MUSSELS—8 page leaflet—single copy free— commercial establishments $5 per 100.

HARVESTERS OF THE SEA—The Story of Maine's Commercial Fisheries (free)

FABULOUS FEASTS WITH MAINE SEAFOODS—Free (supply limited)

BUYERS GUIDE FOR MAINE SEAFOOD—Free (supply limited)

INDEX OF PUBLICATIONS (1946-July 1979) (free)

FINANCES, FISCAL YEAR 1982: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA- BAC system.

DEPARTMENT OF MARINE RESOURCES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	7,074	7,074				
TOTAL EXPENDITURES	7,074	7,074				

BUREAU OF ADMINISTRATION

ANNA M. STANLEY, DIRECTOR

Central Location: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 0000 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188A; *Citation:* 12 M.R.S.A., Sect. 6021

PURPOSE: The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumberances, special information and federal-state programs.

Duties also include coordination of federal-state programs, review of Maine State Clearinghouse documents, and Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters and purchases; coordination of clerical services and statistical activities; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

ORGANIZATION: The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of four sections. The Accounting and Personnel Section provides services for all divisions of the Department in finance, personnel, equipment and processing of license applications and revenues; the Coordination Staff oversees the administration of federal and other revenue contracts and projects; liaison with the New England Fisheries Management Council is provided by Bureau personnel; and the Department's relationship to the Atlantic States Marine Fisheries Commission is administered by this Bureau.

PROGRAM: The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION MARINE RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	210,220	79,945	51,250		79,025	
Health Benefits	6,505	2,757	1,449		2,299	
Retirement	36,053	16,843	7,763		11,447	
Other Fringe Benefits	535	291	84		160	
Other Contractual Service	76,813	71,869	1,269		3,675	
Rents	1,286	993	165		128	
Commodities	8,257	7,400	857			
Equipment	376	376				
Transfers to Other Funds	2,344		1,078		1,266	
TOTAL EXPENDITURES	342,389	180,474	63,915		98,000	

ADVISORY COUNCIL (TO MARINE RESOURCES)

JAMES WARREN, CHAIRMAN
E. MAYNARD GRAFFAM, JR., Vice Chairman

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: August 13, 1947 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 190; *Citation:* 12 M.R.S.A., Sect. 3551

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

PROGRAM: The Council met seven times during the year, providing advice to the Commissioner on policy matters affecting the industry and to discuss the problems and needs of the industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including the approval of aquaculture lease and special licenses and permits, adoption or modifications in Department regulations, and other related matters.

Highlights of decisions reached and action taken by the Council this year included: a joint meeting with the Legislative Joint Standing Committee for Marine Resources at which a number of issues of mutual concern were discussed; a meeting with the DMR Lobster Advisory Council to discuss areas of mutual concern concerning Maine's lobster resource and licensed fishermen; eleven regulations or modifications to existing regulations were approved by the Council. These included Groundfish Inspection and Quality Control, Maine Groundfish Management Plan, Smelt Regulations Penobscot River, Sheepscot Bay Groundfish Spawning Closure, Menhaden Fishery and Transportation Casco Bay, Lobster Trap Construction Specifications, Marine Worm Dealers Reporting, Aquaculture Activities in Closed Areas, Herring Reduction Reporting, Scallop and Lobstering Restrictions in the Bass Harbor and Swan's Island Area and an Islesboro Shellfish Conservation Area.

LICENSES, PERMITS, ETC.:

9 Special Licenses were issued. These are for research or aquaculture and exempt the holder from one or more Marine Resources laws as to the time, place, length, condition, amount or manner of taking or possessing any marine organism. Three aquaculture leases, three lease renewals and one lease amendment were approved.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $3,353.90 in FY 82 and are, by administrative decision, included with those of the Bureau of Administration, Department of Marine Resources.

BUREAU OF MARINE DEVELOPMENT

E. PENN ESTABROOK, DIRECTOR

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Established: 1957 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188D; *Citation:* 12 M.R.S.A., Sect. 6051

PURPOSE: The common theme for all divisions and programs of this Bureau is the development of Maine's fisheries industries. This theme is addressed, for example, through efforts in restoring lost fish runs (e.g. alewives), groundfish industry expansion, technical gear and fishing technique development, a variety of technical services to seafood processors, and market development through trade and consumer education and assistance. The services of the Bureau, then, reflect the very complex and diverse Maine fishing industry. The programs discussed below are organized to be of service to that industry.

ORGANIZATION: The Bureau of Marine Development is comprised of five major divisions each of which is responsible for several programs: Anadromous Fish, Economic Development, Fisheries Technology Services, Industry Services, and Marketing. The Bureau's activities involve a multitude of issues ranging from marine science to marine education to market analysis.

PROGRAM:

Anadromous Fish Division. Anadromous fish are those finfish species which attain their growth in the marine environment but return to fresh water to reproduce. The dependency of these fish resources on both fresh water and the marine environment requires coordinated and cooperative management between the Departments of Marine Resources, Inland Fisheries and Wildlife, and the Atlantic Sea Run Salmon Commission. Although each agency is charged with management of specific fish species or groups of species, the mutual support of each other's programs has enhanced fishery management capabilities and accomplishments.

The goals of the anadromous fish division are to maintain existing runs at optimal levels, to restore anadromous fish runs to river systems which historically supported these species, and to improve management capabilities through increased knowledge of their life histories and habitat requirements. Historically abundant anadromous fish runs were decimated by the construction of impassable dams and water pollution. With the remarkable improvement in water quality in recent years, the major remaining obstacles to restoration of anadromous fish runs are numerous dams which lack upstream and downstream passage facilities.

Hydropower Development: The renewed interest in hydropower development has given rise to increased concern about impacts on existing anadromous fish runs and anadromous fish restoration programs. Much staff time has been devoted to the review of hydropower development applications. The staff has reviewed 60 applications to the Federal Energy Regulatory Commission for either licensing, preliminary permits for feasibility studies, or exemption from licensing. Of this number, fish passage facilities have been requested for 9 of the proposed projects.

Anadromous fish staff have been involved on an interagency Hydropower Subcommittee of the Land and Water Resources Council. The Departments of Marine Resources, Inland Fisheries and Wildlife, and Atlantic Salmon Commission have jointly prepared an Inland and Anadromous Fisheries River Management Plan which outlines those rivers and sections of rivers considered important for Inland and Anadromous fish production.

Androscoggin River: The new hydropower dam at Brunswick was completed and became operational in March 1982. The fishway is scheduled to be operational by the fall of 1982. Agency staff have worked closely with Central Maine Power Company representatives in the daily construction activities associated with the fishway project. In addition to the fishway project, Central Maine Power Company has contracted with the Department of Marine Resources to assess the shortnose sturgeon population which spawns immediately below the Brunswick dam. During the 1982 spring spawning seasons, 233 shortnose sturgeon were captured, tagged, and released in an effort to determine the population size by a tagging recapture method. Due

to the low recapture rate of tagged fish, no population estimate could be derived. However, the catch per unit effort data indicate this is one of the largest spawning concentrations of shortnose sturgeon within its known geographical range from Canada to Florida.

Shad and Alewife Management: During the spring of 1982 over 9,000 adult alewives were stocked in various watersheds. The stocking of 2,300 alewives in Sabattus Pond marks the first time since the early 1800's that alewives have been present in this pond.

The alewife restoration program on the Royal River was evaluated by a fishway trapping operation. The run has increased from 357 fish in 1975, the first year of fish passage, to over 26,500 fish in 1982. No adult shad were captured or stocked in 1982.

In the late summer of 1981, juvenile shad were captured in the Kennebec River at Augusta, indicating at least limited spawning of American shad below the Augusta Dam. Subsequent experimental netting immediately below the Augusta Dam in the spring of 1982 showed the following species to be present: Shortnose Sturgeon, Atlantic Salmon, Brown Trout, Alewives, Smallmouth Bass, and Common Suckers.

Sturgeon Investigations: Investigations of the life history, population size, and migrational movements of shortnose sturgeon were completed in 1981. 214 shortnose sturgeon were tagged during 1981 and an additional 55 were recaptured from previous tagging. The total number tagged since 1977 is 890. Based on recapture data it is estimated that there are 5,000-6,000 adult shortnose sturgeon in the Kennebec-Sheepscot estuarial complex. Two large concentrations of shortnose sturgeon in spawning condition were located in the Kennebec and Androscoggin Rivers. Spawning occurs from mid-April to mid-May. During the summer months the sturgeon are concentrated in the mid estuary in the Bath region.

Rainbow Smelt Investigations: A creel survey of the winter smelt fishery was conducted on the Kennebec River estuary. Although the total number of smelt camps decreased from 838 in 1981 to 672 in 1982, the estimated catch increased from 25,770 pounds in 1981 to 52,140 pounds in 1982. An economic survey conducted during the winter of 1982 estimated this fishery to have a value of $224,000 and provided for 94,000 man hours of recreational fishing.

Anadromous fish personnel continued to evaluate water resource development projects, wetlands applications, highway construction proposals, and industrial development proposals that had potential for adverse impact on anadromous fish resources. In addition, personnel operated and maintained ten fishways during the fish migration period and provided technical assistance to 34 coastal towns which manage alewife fisheries.

Marketing Division: The primary purpose of the Division of Marketing is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related projects, stimulating consumer in, and consumer consumption of, such products—both domestically and abroad. As required by statute, the Division of Marketing has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division implements programs designed to support and expand existing markets and to develop new markets for both traditional and underutilized species. The purpose of such activities is to increase the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division of Marketing was established administratively in 1957 through the authority vested in what was then the Department of Sea & Shore Fisheries. As responsibilities and duties increased, and as more extensive services were required by the commercial fishing industry, the Division gradually expanded to its present level. Clarification of the statutory authority for the Division's activities was included in the Act which created the present Department of Marine Resources in 1973. Inclusion of the Division in a new Bureau of Marine Development was accomplished in 1979.

In order to provide maximum assistance to Maine's commercial fisheries in the field of product development and marketing, the Division of Marketing depends on a variety of funding for its activities. A number of basic services are funded by the State. In addition, a motion picture film program, a marketing leads service, product demonstrations, and participation in trade shows are partially federally funded.

Audio Visual Program: Distribution throughout the country of three films, TWO FACES OF THE SEA, MAINE'S HARVESTERS OF THE SEA, and FRESH IS BEST was carried out under contract. The first two have won a total of seventeen awards for excellence and remain very popular with audiences throughout the country.

The Division's files of black-and-white photographs and color slides are in constant demand for distribution to the media, for use for illustrative purposes at informational presentations, and for reproductions in reports and brochures.

Marketing Data and Product Development: A monthly marketing leads and general information service memorandum to the Maine commercial fishing industry was continued as it provides potential sales opportunities worth millions of dollars. Besides domestic sales leads, the Division provides foreign leads obtained from the U.S. Department of Commerce—National Marine Fisheries Service. This has substantially increased the number of possible contacts for Maine industry. The benefits of this is two-fold since foreign markets offer greater demand for underutilized species in the U.S. and, in addition, offers the Maine seafood industry an opportunity to contribute to efforts towards reducing the national balance of trade deficit. The Division in cooperation with the Maine Development Foundation, the Groundfish Industry Development Team, the New England Development Foundation, and the New England Governor's Conference, Inc. continued on the project, "Enhancing the Maine Groundfish Industry Through Inland Marketing." Development of a Quality Control Program supported by "Catch The Taste" Maine logo marketing program was finalized and implemented in a two-phase local demonstration in Maine with two of the major food chains. A distant inland market demonstration is being planned and will be implemented in the fall of 1982. Our objective is to increase product demand through the "Catch The Taste" Maine logo marketing program for fresh quality Maine groundfish.

Marketing and product development was continued on a variety of marine species. Division participation in a number of major trade shows was continued through the New England Fisheries Foundation. The Division aided and cooperated with the Maine Fishermen's Wives Association in a number of product demonstrations in the state.

Informational and Educational: Informational and educational materials designed to increase sales of Maine seafood products were re-designed and distributed, including brochures, recipe pamphlets, news releases, feature stories, and photographic materials.

The Division participated in the Windjammer Days, Boothbay Harbor; Maine Seafood Festival, Rockland; and the Eastern States Exposition, West Springfield, Massachusetts. A total of 271,296 seafood recipe pamphlets, booklets, and posters were distributed during the fiscal year through such shows and by direct mail.

Miscellaneous Activities: Other work as required was carried out, including numerous meetings with industry, state, and federal officials; preparation of reports, position papers, legislative briefs, etc.; cooperative work with state and federal agencies and the private sector; and activities involving a wide range of fisheries problems, such as the paralytic shellfish poisoning problem.

Industry Services Division: This Division was established within the Bureau of Marine Development to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, inter-agency coordination, shellfish sanitation, marine resource management and development, and educational activities.

Division personnel provide staff assistance to the Commissioner in gathering of technical information essential to the development of Department positions on issues critical to marine resources and the fishing industry. Division personnel serve as Department representatives on state boards and commissions such as the Soil and Water Conservation Commission, Land and Water Resources Council and the Cobscook Bay Tidal Power Committee; on Regional Committees such as the Atlantic States Marine Fisheries Commission and on Federal Advisory Committees such as the Bureau of Land Management's Biological Task Force.

Environmental impacts are reviewed and processed for the following: Wetlands and Stream alterations, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects, and petroleum development in both the offshore and coastal areas.

Programs within the Division currently include the following:

Shellfish Management: There are 101 towns on the Maine Coast where clams can be found in their flats in varied quantities. Forty-one towns have conservation programs and ordinances approved by DMR as mandated by state statute. The towns may determine residency requirements and regulate the numbers of harvesters, time, areas and the amount and size of clams harvested. Programs and ordinances for the towns to manage their shellfish resources are developed by shellfish committees, town officials, diggers, dealers and other concerned residents in cooperation with DMR's four resource scientists functioning as area biologists along the entire coast.

Area biologists work with the towns in conducting clam population surveys, training per-

sonnel, and evaluating data gathered by town employees, students or others aiding the towns. Federal Coastal Zone Management funds administered by the State Planning Office have been available to towns with shellfish conservation programs. The most effective and productive management methods used by towns in carrying out management programs have been the closing and opening, or rotation, of clam flats based on survey findings, and limiting the digging pressure, and the destruction of small clams by selectively controlling the number of diggers.

Limited transplanting programs have been carried on in several towns using small hand-operated jet-type hydraulic dredges to collect small clams from heavily populated flats for relaying to depleted intertidal areas where growth and survival have been good. Meetings are held with individual towns and groups of towns in planning and implementing conservation programs.

Area Biologists: Area biologists review each application for construction and dredging activity to be licensed by the Land Bureau of the Maine Department of Environmental Protection. The Bureau considers the effect of such projects on productive marine marsh and intertidal areas with populations both of commercial significance, such as clams, mussels and marine worms, and those that contribute in a more general way to the productivity of the coastal ecosystems.

Similarly, the area biologists inform the Water Bureau of the Maine DEP of the impact proposed licensed wastewater discharges may have for shellfish populations and anadromous fish runs. The Water Bureau is cooperating with DMR in halting unnecessary waste discharge proliferation and advancing pollution abatement to preserve and recover for general utilization those portions of the marine resources subject to the deleterious effects of water contamination.

The collection of shellfish and water samples are made for the analysis of bacteriological quality as a part of the Shellfish Sanitation Program. During the warmer periods of the year major assistance is given to the department's monitoring program to determine if clams, mussels, oysters, quahogs, and carnivorous whelks are being contaminated by poisonous marine plants, and if areas should be closed to harvesting. Lobsters, crabs, scallops and finfish are never included in such closures.

Consultation-type services are supplied to contractors and engineers planning projects that may have environmental impacts in the marine area.

Aquaculture Leasing: Rights to culture marine organisms in, on and under our coastal waters had been granted for 296 acres as of the beginning of the year. Lease renewals have been granted to four lessees covering 33 of those acres. The requests of three applicants for 215 additional acres for mussel culture were denied on the basis of potential conflict with navigation or existing fisheries. Culture rights were granted to three applicants for 42 acres of bottom to be used for mussel culture in harmony with existing fisheries.

Marine Education: The marine education unit was established to help students, teachers and the general public gain a better understanding of our marine resources.

Curriculum enrichment programs, teacher workshops, field trip and in-classroom demonstrations were used to increase marine education activities in schools, K-adult. Supplemental curriculum materials and slide shows were also made available for teacher/student use.

Teacher workshops were presented in conjunction with the University of Maine and the Gulf of Maine Marine Education Association. Each workshop was designed to help teachers develop skills in a variety of marine topics and to help them introduce marine topics into their classrooms. Inter-departmental cooperation with the Department of Educational and Cultural Services has expanded Department contacts with teachers, principals, and superintendents.

Efforts to encourage, develop and coordinate activities in marine education are well underway. Schools are increasing their marine activities and the demand for our materials and services are increasing daily. During the last school year 9,763 students, 331 teachers and 1,384 adults were involved in hands-on, small group programs and activities. Requests for additional classroom materials and activities were mailed to hundreds of persons.

Fisheries Statistical Information: The staff provided information including Maine landings and value, number and types of vessels, number of license holders, processing employment, and numbers and types of gear to a variety of user groups. These included (1) federal, state, regional and municipal planning and coordinating groups engaged in the planning and development of processing facilities, fish piers, breakwaters and other harbor projects; (2) dealers, processors, and fishermen developing loan justifications; (3) bank loan officials veri-

fying loan justifications; (4) editors and writers preparing articles about the Maine fishing industry; and (5) importing and exporting businesses in the U.S. and abroad.

Fishery Data Base: Until recently most of the data compiled for the users of fishery statistical information was extracted manually. However, during the last two years, the department in cooperation with the University of Maine has developed a computerized information system which will provide not only the Maine statistics but also the same information for other states, regions or the U.S.

Red Tide Closure: Between September 1, and September 30, 1980, the entire coast of Maine was closed to the harvest of clams and mussels as a result of their feeding on poisonous marine plants (red tide). Using the fisheries data base the staff prepared estimates of $7 million loss to the state's economy, which were used in the Governor's request for federal disaster assistance.

The 1981 red tide closures were not nearly as extensive as those of 1980. However, questions from the affected industry, the news media, and the general public were nearly as time consuming as those received in 1980.

License Application Questionnaire: A new form was developed and new handling procedures devised for the processing of license applications. The information provided by this system will provide more complete information for the data base. The new (1981) forms were revised for 1982 incorporating suggestions from the industry and DMR staff. Returns for 1982 indicate that rejects have been reduced by 50%.

Offshore Oil Development: Plans for exploratory drilling were reviewed for their impact on Maine's environment and fisheries. Information presented in the environmental reports or impact statements make it quite clear that not enough is known about the ecosystem of the Gulf of Maine and Georges Bank to determine what the effects of offshore oil activities will be upon Maine's or anyone else's fisheries.

Impacts of Proposed Coast Guard Economy Measures: Impacts of proposed C.G. economy measures upon the Maine fishery fleet were analyzed. The so called "User Fee" poses serious economic handicaps for Maine's small vessel operators and the recent "buoy removal" economy measure poses a threat to life and vessel.

Seafood Quality and Management Services (Fishery Inspection): Seafood Quality and Management Services is a continuing activity that provides technical assistance as well as quality and inspection services to the seafood industry. Three distinct programs were in force during 1980, i.e.: Shellfish Sanitation under the tripartate, cooperative National Shellfish Sanitation Program; Fish and Fishery Product Inspection and Quality Control under an agreement with the Seafood Quality and Inspection Division, National Marine Fisheries, U.S. Dept. of Commerce (USDC); and the proposed Groundfish Quality Program during its developing and field test phases.

The Shellfish Sanitation Program was staffed by two full-time field employees (Seafood Quality Managers) and a Supervisor, Quality Control Manager. Their major responsibilities were evaluation and certification of shellfish shucking, shellstock shipping, and reshipping facilities and operations. All vehicles used for transporting shellfish plus three Controlled Depuration Plants were under evaluation and certification.

Samples of shellfish, both shucked and in the shell, were collected routinely from 162 certified dealers, who, with 150 vehicles were under continuous evaluation. Cooperation with other departmental, state and federal employees/agencies along with investigations, management informational services, and incidental program-related activity rounded out their duties.

The Fish and Fishery Product Inspection and Quality Control Program, in cooperation with the National Marine Fisheries, had one state employee assigned full time to perform inspection and quality control work under the federal program. The supervisor of the shellfish program served as relief for both the state employee above and for the resident USDC inspector. Both state people were trained and cross licensed by the federal government to carry out the requirements of this activity.

Another one of the field people assigned to the Shellfish Program was trained and licensed by National Marine Fisheries, to conduct lot inspections, draw and process samples, and to issue certificates of inspection and condition.

The full-time employee and supervisor performed a series of related functions for both the USDC and Department of Marine Resources, such as: federal lot inspection of seed oysters; technical assistance to potential processors; work with individuals in proposed state operated quality program; advisor to the department in developing a proposed state quality control pro-

gram to be considered for implementation with a market development program for groundfish and in developing a reasonable inspection and certification procedure for purposes of facilitating seafood exports.

Management consulting service was provided throughout 1981 to several seafood firms engaged in major building programs, and to owner/operator teams seeking informational and technical assistance.

One Seafood Quality employee was engaged in the field work phase of the proposed Groundfish Quality Program, providing assessment and consultation services to industry cooperators during the entire run of the in-State trial.

The Department licenses and monitors two shellfish depuration plants in Scarboro and one in Searsport. In these plants, clams harvested from moderately polluted areas are cleansed for 48 hours in water purified by ultraviolet light. During 1981, there were 15,000 bushels of clams harvested and depurated from 32 moderately polluted areas in all coastal counties. This added production would not have been available without development of depuration capability.

Economic Development Division. Initially staffed in December 1979 this new Division has responsibility for the coordination, design, and implementation of the Groundfish Industry Development Program. Through the Development Program, the Department has become an agent of change vis-a-vis the private sector forces which collectively determine the management and operational effectiveness of the groundfish industry. The Department's concern is that Maine's economy and tax payers derive maximum advantage from a 1979 bond issue to finance public fish piers, the Governor's emphasis on natural resource development, and the earlier enactment of the 200 mile limit. The Development Program concentrates on the groundfishery because this segment of the fishing industry has the greatest potential for contributing increased growth to Maine's economy.

The groundfish industry growth strategy involves a broad and representative segment of public and private sector leaders working to provide industry with more direct and profitable access to new markets. Such a broad front of public-private effort is necessary. The growth strategy calls for collective industry action to gain access to high quality, high volume groundfish markets. These new private initiatives are supported by carefully coordinated public initiatives such as State quality certification of groundfish plants, a series of State-backed market demonstrations, and legislation to facilitate the promotion of Maine groundfish.

Implementation of the Groundfish Development Program also involves close coordination between the Department's Economic Development and Marketing Divisions and the Director of the Bureau of Marine Development. Working together, these individuals formulate, oversee, and provide all staff support for the Development Program. This includes staff assistance to the Groundfish Industry Development Team, a standing advisory group of private business leaders who guide the Development Program to assure its consistency with industry needs. Development Team members represent the spectrum of business orientations involved in the groundfishery: from harvesters and producer co-operatives to larger processors, retail food, and bank executives. For two years Team members have met regularly in a structured process to choose and refine a groundfish development strategy and to reconcile sometimes opposing economic interests.

This unique combination of public and private forces has resulted in the formulation of a comprehensive market development strategy consistent with the realities of the marketplace as well as the production and operating characteristics of Maine's groundfish industry. The strategy addresses two fundamental considerations: 1) the optimum market use for the Maine groundfish resource considering the particular capabilities of this industry, and 2) how the industry should organize itself to consolidate market control and compete effectively against large scale producers outside Maine. The strategy involves directing a major part of Maine's groundfish at fresh, domestic retail markets. Consistent with this focus, detailed work has proceeded in three areas during the period of this Annual Report:

Quality Control: Development of a quality control regulation designed to provide industry with strong, competitive market advantages. The regulation is voluntary and is intended to facilitate the entry of an industry made up of smaller firms, lacking a market identity, into high volume retail markets. It provides for an official State third party certification of quality for Maine processors whose fresh fish meet stated quality standards. The regulation stresses a market identification of the product with its Maine source. In conjunction with the market demonstration described below the Economic Development Division implemented a pilot ver-

sion of the finally adopted regulation in two Maine processing plants. Testing during the pilot program enabled the development of product freshness standards which indicate potential shelf life of the finished product. In addition to sanitation standards also developed during the pilot program, these production quality standards comprise a highly credible assurance of quality which is expected to change retail trade buying decisions in favor of fresh Maine groundfish.

Market Demonstrations: Design of a series of local and distant market demonstrations, begun in the Fall of 1981, to illustrate the benefits of collective industry initiatives toward high volume, premium quality markets. The distant demonstration will be the first comprehensive and practical application of all elements of the market development strategy worked out during the local market demonstration. The critical elements of the demonstrations are: 1) whether multiple Maine processors and harvesters can coordinate and sustain the delivery of a uniformly high quality product to a large, single marketplace; 2) if a premium quality product, backed by officially stated production and quality standards will facilitate market entry and expanded sales; 3) if the sales support and merchandizing material developed by DMR and its advertising consultant will actually stimulate sales. The market demonstrations allow DMR to relate the quality production requirements of the processor to the merchandizing priorities of the retail supermarket. This satisfies a currently unmet need in the supermarket industry for integrated production and merchandizing programs to boost fresh fish sales. The market demonstrations also allow DMR to anticipate the operational, business and legal problems to be solved when many Maine firms pool their resources to realize the advantages of volume markets. Establishment and maintenance of such volume markets is essential to the economic development of the groundfishery.

Legislation: Passage of legislation to form an industry-wide trade association thereby providing a necessary mechanism for industry to affect greater coordination of effort and to respond decisively to opportunities, and challenges, facing industry as a whole. This legislation creates a Maine Groundfish Association. Essentially Groundfish Association legislation permits the use of the State's name and unspecified public resources to promote Maine groundfish. The Groundfish Association may adopt a trademark or logo which may be used in conjunction with the quality control program, promulgated separately as a State regulation and administered by DMR.

Fisheries Technology Division. The Department of Marine Resources Fisheries Technology Service, a Division of the Bureau of Marine Development, was established through the authority vested in the Commissioner of Marine Resources in January 1966 as a joint project with the U.S. Bureau of Commercial Fisheries, under the Research and Development Act, P.L. 88-309. In March 1970, a National Oceanic and Atmospheric Administration (NOAA) Sea Grant support proposal was approved and funded which enabled FTS to hire additional field agents to supplement the position funded under P.L. 88-309.

During 1981-82, FTS personnel consisted of a Director and a staff of four persons. One field agent is stationed in central coastal Maine with responsibilities of covering the entire coast. Two FTS agent vessel captains are stationed at the DMR research station in Boothbay Harbor to operate the FTS vessel EXPLORER and research vessels CHALLENGE and MAINE. A secretary assists both FTS and the Bureau of Marine Science. The FTS Director divides his time between field extension-educational activities, administration, project design and supervision, and project participation on the FTS vessel EXPLORER. Throughout 1981-82, the Fisheries Technology Division has acted in the capacity of a marine advisory service on a variety of marine-related subjects, in addition to conducting several projects designed to increase gear productivity, to reduce energy needs, and to promote conservation through the development of specialized gear to reduce unnecessary waste of unwanted species. Several projects were designed to develop an informational base needed to answer future requests for information and industry assistance.

Projects conducted by FTS personnel during the past year include:

Gear Development: FTS constructed several nets designed to demonstrate that shrimp can be retained in nets while releasing large numbers of juvenile fish. Initial field test results are very promising and continued refinement of this gear will take place through the 1983 shrimp season.

Gear Demonstration: FTS agents using the vessel EXPLORER conducted evaluation of automatic jigging machines and gear demonstrations to fishermen in Eastern Maine. The use of a floating fish trap owned by DMR was demonstrated by FTS personnel and was used to

demonstrate the ability to provide a seasonal supply of bait for local lobster fishermen.

A department-owned Mahogany quahog dredge was placed aboard two commercial vessels for the purpose of giving instructions in its use and in an attempt to promote a Maine fishery for Mahogany quahogs.

Surveys: FTS agents and commercial herring spotter pilots joined with research personnel in a continuing project of charting locations and abundance of brit herring. This project is providing valuable information in determining annual year-classes of herring.

A survey of commercial abundances of *Pandalus montagui* shrimp and juvenile groundfish populations in Penobscot Bay was completed in 1981.

Aquaculture. FTS field agents assisted fishermen in a successful project of placing blue mussel seed on bottom locations and raising the seed to market size mussels through the use of bottom culture methods.

Research Support: Vessels and crews were provided in support of research in fish tagging studies, abundances of larval shrimp, paralytic shellfish poisoning and benthic studies.

Herring: As a result of intensive investigations by FTS field agents regarding herring utilized for purposes other than that of human consumption, the Maine Department of Marine Resources adopted regulations requiring the reporting of all herring not utilized for human consumption. This regulation provides DMR with vital information needed for fisheries management.

Educational: The FTS Division continued to assist the University of Maine and the educational agencies in preparing and dissemination of marine educational information. The FTS Director presented technical information as guest speaker at fishermen's forums. The FTS Division prepared the DMR Marine Advisory Newsletter for monthly publication in the *Commercial Fisheries News.* Many requests for information from fisheries management, the fishing industry, and the general public were answered.

Administrative Assistance. FTS agents coordinated and supervised public hearings, and served as liaison agents between administration, industry, and the general public.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	451,898	314,860	25,122		111,916	
Health Benefits	14,893	10,471	752		3,670	
Retirement	68,552	47,045	4,968		16,539	
Other Fringe Benefits	989	684	162		143	
Other Contractual Service	158,554	73,988	—4,697		89,263	
Rents	2,825	2,175	—18		668	
Commodities	75,228	16,248	53,242		5,738	
Grants—Subsidies—Pensions	7,240	7,240				
Equipment	35,930	28,034	7,896			
Transfers to Other Funds	4,804		1,266		3,538	
TOTAL EXPENDITURES	820,913	500,745	88,693		231,475	

BUREAU OF MARINE PATROL

ROGER L. ALLEN, CHIEF, MARINE PATROL
VAUGHAN J. CRANDALL, JR., Captain

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1978 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188P; *Citation:* 12 M.R.S.A., Sect. 6025

PUPPOSE: The former Division of Enforcement, otherwise known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility in the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

ORGANIZATION: The Division of Enforcement was established administratively through the authority vested in the Commissioner of Sea and Shore Fisheries. The Coastal Wardens, so named in 1947, were originally established as Fish Wardens in 1843, and were appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Division has been an integral segment of the Department throughout its existence.

Reorganization: In recent years it has become increasingly apparent that a restructuring of the Division of Enforcement, which comprised the Coastal Warden Service of the Department of Marine Resources, had become essential if the Division was to adequately meet the ever-increasing demands, new responsibilities and duties created by the changing needs of modern day society. Therefore, the Division of Enforcement's Coastal Warden Service is now the Bureau of Marine Patrol. As the Bureau of Marine Patrol, the Department of Marine Resources' enforcement capabilities will be brought into balance with other State, Federal and local enforcement agencies.

PROGRAM: Within the span of two decades the scope of the Bureau's responsibilities has been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment. Drug surveillance and enforcement, 200-mile limit enforcement requirements, and foreign vessel activity are but a few of these new duties and responsibilities. It has also become imperative to align the Department's enforcement arm with other State and Federal agencies in order to keep pace with today's needs, and to afford more efficient and compatible jurisdiction for the increasing number of cooperative multi-jurisdictional enforcement assignments. New responsibilities in the area of environmental control and law and services to the industry and general public are other important reasons for the necessity of updating this Bureau's capabilities.

Some of the new areas of responsibility acquired by the Bureau in recent years in varying degrees of involvement include, under Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, U.S. Coast Guard, National Marine Fisheries Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law activities, Boating Registration and Safety laws, Search and Rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources' law enforcement officers have worked

cooperatively with all other State, County and Municipal law enforcement agencies and, having authority to enforce all State laws, have been called upon often to enforce the law on offshore islands and in other smaller municipalities along the coast of Maine that do not have the benefit of organized law enforcement capability. Another recent development in the enforcement field has been the Legislature giving the Commissioner of Marine Resources regulatory authority to deal with gear conflicts along the coast. Bureau of Marine Patrol personnel will continue to work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level; this activity increases and expands each year.

In order to better and more efficiently perform its enforcement and protection duties, the new Bureau of Marine Patrol possesses the military rank which is a standardized part of other law enforcement agencies. This will provide for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a captain, who is field Commander and assistant to the Chief. The State is divided into three field Divisions with a Lieutenant in charge of each Division. Each Division is divided into two sections with a Sergeant in charge of from 4-7 men. They are the first line supervisory personnel and also carry out special investigations and assignments. In addition, there is a Division of Watercraft and Special Services with a Lieutenant in charge. The Bureau operates a Cessna 180 seaplane for enforcement patrol, surveillance and search and rescue missions; also a fleet of 19'-22' inboard and outboard powered patrol boats strategically located along the coast of Maine. The patrol also has a dive team presently consisting of 3 members. There is also specialized equipment available such as portable radios, high power spotting scopes, night scope, etc. to aid the Officers in their field work.

Marine Patrol Officer Program. New Marine Patrol Officers are assigned to work with an experienced Officer for a period of 3-6 months for indoctrination and a probation period after which they are sent to the Maine Criminal Justice Academy at Waterville for a 12 week Basic Law Enforcement Course. This is then followed by an intensive 3-6 week training at our Research Station at Boothbay Harbor in Department of Marine Resources laws and other Department functions. This part of the training also includes boating safety and boarding techniques. The Officer then starts to work alone being assisted by the adjacent Officer and the Sergeant. In-service training seminars are provided during the year for all Marine Patrol Officers.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE PATROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	916,355	843,766	59,851		12,738	
Health Benefits	31,115	28,710	2,074		331	
Retirement	286,653	268,525	15,791		2,337	
Other Fringe Benefits	9,477	9,023	400		54	
Other Contractual Service	211,782	206,923	4,307		552	
Rents	8,552	8,502			50	
Commodities	28,296	26,955	36		1,305	
Grants—Subsidies—Pensions	11,128	10,524			604	
Equipment	190,728	188,266	2,462			
Transfers to Other Funds	1,506		1,194		312	
TOTAL EXPENDITURES	1,695,592	1,591,194	86,115		18,283	

BUREAU OF MARINE SCIENCES

RICHARD W. LANGTON, DIRECTOR

Central Office: McKown Point, West Boothbay *Telephone:* 633-5572
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Established: 1946 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188S; *Citation:* 12 M.R.S.A., Sect. 6021

PURPOSE: The Bureau of Marine Sciences was established to provide a scientific basis for the rational use of the marine and estuarine resources of the State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research, to develop management programs for the marine and estuarine species under the jurisdiction of the state; provide advisory services to agencies of state, federal and local government; provide information and technical assistance to all segments of Maine's commercial and recreational fishing industry; and to provide information and education services to the public.

ORGANIZATION: The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau incorporates a number of research programs and has been organized into two divisions: Basic Biology and Resource Services.

PROGRAM:

Administrative Services Division. The Division of Administrative Services is the support group for the Department's Marine Resources Laboratory located on McKown Point in Boothbay Harbor. The laboratory is the only major fisheries research laboratory in the United States that is located in the Gulf of Maine. The laboratory complex consists of fourteen buildings situated at the tip of a peninsula. Facilities include two piers, two separate wet labs with running seawater systems, a number of research vessels including a small dragger and an 83-foot research vessel for offshore work. Wet lab facilities include a refrigerated seawater system and adequate tank space for research on a wide variety of boreal plants and animals.

The Laboratory has an aquarium that is open to the public and features displays of marine fish and invertebrates of the Maine coast; a hands-on tide pool and a seal pool are aquarium features enjoyed by visitors and are a great favorite with visiting school groups. There is a small, but specialized, library with more than 2,000 books and monographs and approximately 500 serial titles. One section of the library is devoted to information on fishing gear, gear technology, and fisheries production and is available to the fishing industry. This fishermen's lending library operates by mail and is a part of the communication and education work of the Department.

Other facilities include carpentry and machine shops for gear servicing and fabrication and the repair and maintenance of boats, vehicles, and marine engines. The laboratory is equipped with computer terminals linked to the University of Maine's IBM 370 computer. There are a large array of software programs and four terminals including CRT interactive terminals, a high speed printer, disc storage, and plotting equipment. A large proportion of the research programs at the Laboratory utilize the computer equipment and there is an ongoing computer training program for all of the staff.

Population Ecology Division. The survey crew sampled about 16¾ tons of lobsters from the 1981 commercial landings along the Maine coast. Among many other things, we found that 1) the yearly average catch-per-unit-of-effort value of 0.20 (index of stock abundance) is the highest since 1968, indicating a relatively good year in landings, 2) the average yearly price per pound for lobsters of $1.95 is the highest value since the survey began in 1966.

Since the beginning of the tagging of the natural population of lobsters, we have tagged 3,745 lobsters ranging in carapace length from 25 to 80 mm. During the 1981 sampling season, research personnel recaptured 274 tagged lobsters (70 lobsters were recaptured 2 to 5 times) and commercial fishermen reported 82 tag recoveries. This information is being analyzed to determine growth rates, movement patterns, and eventual recruitment rates to the commercial fishery.

Additional activities have included such things as: 1) lobster stock assessment and rewrite for the New England Fisheries Management Council; 2) attending meetings of the Lobster Advisory Council of the Department of Marine Resources—this Council advises the Commissioner on matters concerning the commercial lobster fishery in Maine; 3) attending and participating in public hearings on proposed lobster regulations; 4) discussing and distributing the results of lobster research with members of the lobster fishing industry, legislators, Canadian and U.S. scientists, students, teachers, interested public, radio-T.V. and newspaper reporters; 5) advising and assisting lobster wholesalers and retailers on the storage and shipment of lobsters; 6) testifying in court trials on behalf of lobster fishermen who claimed lost profits for one reason or another; 7) review source documents in order to supply information to the Bureau of Marine Patrol for several of their proposed modifications of lobster regulations; 8) presenting information and attending Statistical Needs Committee meetings, composed of members from East Coast states and NMFS under auspices of the Atlantic States Marine Fisheries Commission; 9) assisting in other fisheries and administrative matters associated with this Department.

Herring: Autumn and winter sampling for larval herring in the Sheepscot River estuary and in Sullivan Harbor was conducted with buoyed and anchored tidal nets. Spring sampling in eastern, central and western Maine included coastal and inshore stations and were conducted with high speed trawls. As time permits: 1) we supervised undergraduate students in studies related to our research and 2) counseled graduate students of the University of Maine on studies of larval fishes.

A preliminary evaluation of larval year class strength is given to the Commissioner in the spring and a final evaluation is issued in summer. Hypotheses are presented concerning the ecology and population dynamics of the larvae. Evaluations are recorded in Research Reference Documents and the data leading to hypotheses are prepared for publication in the scientific literature.

Forecasting recruitment: The most recent successes were the forecasting of the poor 1980 fishery for 2 year old herring and the forecasting of a lower limit of harvest for the 1981 fishery. Detecting changes in the adult population: Intensification of late spawning in recent years was detected and the effects of the 1978 coastal fishery on spawning adults were estimated. A larval indicator of the lower limit of stock sizes at which fishing is no longer economically feasible is under study. Management of coastal "stock": Research results suggest some guidelines for management. Adult herring, which spawn in coastal water beyond the headlands, should not be stressed by fishing as they approach spawning. Individual spawning groups should be preserved, especially in eastern Maine, to assure an adequate distribution (by currents) of larvae to estuaries and embayments.

Research in the 1960s and 1970s culminated in a conceptual model of larval production which was developed upon the premises that: 1) the basic determinants of larval year class strength are the level of larval abundance following a density-dependent phase of mortality, usually in autumn, and a density-independent phase of mortality during winter; and 2) these basic determinants may be modified by late spawning and changes in the distribution of larvae after hatching. Forecasts of the juvenile harvest based on this model have been reasonably accurate.

The Herring Catch and Effort Statistics program involves the collection and maintenance of herring statistics and herring sampling data from the juvenile and adult fishery along the coast of Maine. This program has operated since 1947 at the Boothbay Harbor Laboratory and is considered vital to the Maine sardine industry. At the present time, the herring statistics and sample data are essential for the conservation and management of the herring fishery in the Gulf of Maine.

The system involves annual and monthly tabulations of data; coding and preparation of the data for processing at Woods Hole; coordination with federal agents and sardine inspectors; collection of samples and adult herring data; updating historical tables of herring catches; initiation of a weir survey by Maine coastal wardens; managing freezers at sardine plants; supplying inspectors with sample boxes, envelopes and catch cards; and collecting herring tags for the tagging program.

The Herring Aging Project, which began on November 14, 1977, is funded by a 100% reimbursable contract from NMFS on a continuing basis. The project is designed to monitor all commercial catches from Maine, Massachusetts, Rhode Island and other areas as needed.

Data taken are lengths, weights, sex and stage of maturity, gonad weight and age composition. An average of 500 samples are processed each year.

Samples are aged by means of otoliths permanently mounted in plastic blocks. Data sheets are coded at Boothbay Harbor and are keypunched at the Northeast Fisheries Center, Woods Hole, Massachusetts. Copies of all data are maintained for use by DMR. Computer runs of age-length keys and catch by number and weight (biostat runs) are received periodically from Woods Hole.

Tapes of all sample data from 1960-1980 have been obtained from Woods Hole and are stored on the UMO computer. The tapes are updated each year. Catch data tapes will be transferred to the DMR as soon as the State negotiates a confidentiality of statistics agreement with NMFS.

Data derived from this project are used by the Commissioner for management decisions, and for the Maine Herring Management Plan and its public hearings. These data are also used by the NEFMC's Herring Management Plan and the NEFMC Herring Technical Working Group. The data generated by this project form the basis for all management decisions and assessments.

Studies on herring movement were made possible through funding from the Maine Sardine Council (MSC) and the National Marine Fisheries Service (NMFS) through the New England Fishery Management Council (NEFMC). Although the objectives of the studies conducted by these two funding sources were somewhat different, the field work was coordinated as a means of achieving the greatest efficiency in the use of tagging data, vehicles, and boats.

The objectives of tagging studies funded by the MSC include the following:

1. To continue studies of the seasonal migratory habits of inshore brit, juvenile and adult herring tagged at randomly distributed locations along the Maine coast between Cape Elizabeth and Passamaquoddy Bay:

   Pursuit of this objective has enabled us to obtain additional information on: a) the movements of juvenile (and adult) herring tagged along the Maine coast into Canadian waters during different years; b) the pattern of movement and mixing of inshore herring with offshore herring from other areas of the Gulf of Maine; and c) the movement of brit.
2. To derive estimates of the numbers of tags recovered by packers after seeding experiments in the processing facilities and in the holding pockets: Results to date indicate that the recovery rate for seeding experiments in the processing plant is constant at about 70%. Reliable estimates of the recovery rate for fish seeded in holding pockets are not yet available.
3. To determine if it is possible to improve the rate of tag recovery through modification in the handling and tagging procedures: a number of tagging procedure modifications were made during the summer of 1981, but they did not appear to have improved the recovery rate.

The objectives of tagging studies funded by the NEFMC include the following:

1. To determine the discreteness of spawning stocks of herring in the Gulf of Maine, their migration pattern, and their occurrence in various fisheries: Data obtained to date suggest that there are spawning stocks located in the region between Machias Bay and Passamaquoddy Bay and that these fish move southwest during the fall and enter the winter fishery off Gloucester in Massachusetts Bay.
2. To determine to which spawning stocks the inshore concentrations of juvenile herring recruit: Some evidence suggests that juveniles tagged along the Maine coast eventually enter the spawning stocks of the Grand Manan, s.w. Nova Scotia and New Brunswick areas.

The procedure for the storage and retrieval of herring tagging data through use of the DMR/UMO computer system was improved during 1981. All tag return data, consisting of the date the return was processed, person codes, tag recovery dates, location codes, and tag numbers, have been entered into the computer. A program has been written which translates this information into a tag return letter and a mailing label. The program then sorts each tag return into its correct tagging location file. At any time, a "fishermans form" can be produced for each tagging. This form, consists of the basic information for each tagging (date, location, gear, type, length, age classes, tag sequence used, fisherman). The program also sorts the returns by date, determines and records the number of days elapsed between release and recovery, and calculates the nautical miles (linear) traveled between the release and recovery

site. These forms are routinely mailed to each fisherman who cooperated with the tagging program. Programs have also been written which plot the numbers of tag returns in each region on a map of the coast. All of the raw data on length, weight, age, sex, and stage of sexual maturity collected since tagging studies began in 1976, have recently been stored in the DMR computer.

Tagging personnel participated in a herring tagging meeting sponsored by the Northwest Atlantic Fisheries Organization (NAFO) during January 12-14, 1982 in Quebec City. We have modified our data storage and retrieval system to adjust to a standardized format used by the Canadians and NMFS. Henceforth all tag and recovery locations will be reported in accordance with NAFO regions 1-14 which cover the coast from Rhode Island to northern Nova Scotia. Our routine computer programs were also modified to accommodate this international data reporter arrangement.

Scallops: In 1977, 1000 scallops were tagged and released in Jericho Bay, in upper Penobscot Bay and in Damariscotta River-Johns Bay. A reward of $5 is offered for each returned tag and shell. The increment in shell height from time of release and the ring structure of the shells of recaptured scallops were measured to determine growth rate and the relationship between age and ring pattern on the shell. Returns are still being received. Returns to date show a decreasing growth rate with size and a close correlation between the number of rings and time.

A second series of scallops were tagged and released in 1978 for a second measure of growth and the age-ring relationship through repeated retrieval via SCUBA divers. The results from this data series are similar to the initial tagging results. The scallops tagged during 1978 will be retrieved in 1982.

The fishery for offshore scallops in the Gulf of Maine that has developed since 1980 has been monitored for length composition of the catch. The relationship between shell length and meat weight for the offshore population has been compared to data for the inshore population. The comparison shows that the offshore population has smaller meats for the same size shell. The size at first maturity and the fecundity at size and/or at assumed age are two biological characteristics that are important for management decisions and are unknown for the population of scallops in the Gulf of Maine. These will be determined for inshore scallops during 1982 pending funding.

Shrimp: During 1981, the shrimp project continued a program of monitoring and study of the northern shrimp population in the western Gulf of Maine that was started in 1967. Recent work has involved summer cruises and monthly cruises for population assessment, larval cruises, timing of the larval release by females, measurement of NMFS-NEFC groundfish cruise shrimp samples, sampling the commercial catch, and converting mnaual data processing to computer processing.

In 1981, an expanded summer shrimp cruise for catch per tow and catch at age data was conducted in August which continued an annual series started in 1968. The commercial catch was sampled during January, February and March for catch-effort and biological information and the shrimp samples from the NMFS-NEFC groundfish cruises were measured. The 1981 annual shrimp stock assessment was prepared in October in cooperation with the other Northern Shrimp Technical Committee members from Massachusetts, New Hampshire and the NMFS.

The project has been funded through grants from PL 88-309 and contracts with the State-Federal program in NMFS and with the ASMFC. Under a current contract with the ASMFC, the project is sampling the commercial catch of shrimp, and will be measuring NMFS-NEFC groundfish cruise shrimp samples, conducting the annual summer shrimp cruise and cooperating in the 1982 annual shrimp assessment.

The Gulf of Maine population of *Pandalus borealis*, as with populations of many other species, undergoes periodic extreme fluctations in abundance. This fairly common phenomenon becomes a serious problem when it occurs in a species that is important economically. Harvesting has an impact on the population that leads to possible confounding of natural and artificially caused fluctuations in abundance. It is essential to sort these two effects out for effective management.

The natural periodic fluctuations in the abundance of shrimp are not well understood, although they seem to bear some relationship to temperature cycles. These temperature correlations are documented, but the mechanics through which they operate are not, nor are other interactions with the environment that might result in major fluctuations in abundance. There may also be a harmonic, or self oscillatory, process inherent in the population dynamics of the species.

The "Environmental Physiology" project was undertaken in 1974 to investigate specific relations between the species and its environment that might play a part in the fluctuations of abundance. The first study was to look for an effect of incubation temperatures a few degrees warmer than average on the survival of the eggs. No such effect was found at a statistically significant level in laboratory experiments, although sublethal effects or slightly increased mortalities still might possibly occur in large natural populations. Studies were also made of the survival and development of larvae in temperatures above those they would normally experience, and again no direct effect of temperature on mortality could be found in laboratory experiments in temperature ranges that would ever be found in their environment. Other studies included the identification of an egg parasite that destroyed substantial numbers of eggs and the demonstration of cyclical variations in fecundity of the shrimp.

Our present research centers around an hypothesis commonly expressed in reference to fish with pelagic larvae that if the larvae hatch out of synchrony with the natural food supply, mortality through starvation could be extremely high. Since warm water temperatures accelerate the development of shrimp eggs, it is possible that after a warm winter, the eggs could hatch too soon to encounter the early spring plankton bloom that supplies their food. The normal time for hatching has its peak in March, but unusually warm incubation temperatures could result in substantial hatching in early February, or even in January.

For the past four years we have been monitoring in a limited study area the time of larval hatching and peak abundance; the time, density and duration of plankton blooms; and the feeding characteristics of the larvae. During this period, the hatching of the larvae coincided very well with the plankton bloom, even though both occurred slightly earlier each year. This suggests that a mechanism for synchronizing the two events may be operating.

Experiments have also been conducted in the laboratory to determine the minimum food concentrations in the water necessary to permit capture by the larvae of the minimum ration. These experiments also help indicate the kinds of organisms that make satisfactory food.

Evaluations of a number of parameters such as water temperature, fecundity, larval abundance, food and predator abundance, and incidence of parasites from year to year, may permit predictions of the magnitudes of year classes entering the fishery even 3 to 4 years in advance. These indicators would be early warning signs of "booms" or "busts." If conventional management schemes are not appropriate for extremely cyclic species like the northern shrimp, early warnings would in themselves be a useful management tool. If conventional management is possible, the data collected by such monitoring would be useful in calculating the various parameters needed for more accurate assessment of the stocks and, in addition, the ecological principles involved are very likely applicable to other species of importance.

Groundfish: Coastwide inshore bottom trawl surveys of Maine's groundfish resources were completed in the spring of 1979 and 1980 under Coastal Zone Management funding. Although a survey was not conducted during spring 1981, detailed computer analyses of the 1979 and 1980 survey data was begun in 1981. The analyses are providing information about age and growth, species interactions, and the distributions of prerecruit and recruited groundfish. The results of the Maine survey will be compared with the offshore survey data of the National Marine Fisheries Service.

Tagging of groundfish, primarily large cod and flounder, continued during late spring and early summer of 1981 using the R/V Explorer. Tagging effort was concentrated in the Sheepscot Bay area. This program provides information on the growth and migrations of several groundfish species. A pilot study to determine the feasibility of tagging prerecruit blackback flounder was begun in 1981. This program may be expanded in 1982 to include other groundfish species.

Alewives: The objectives of this program are as follows:

1. To determine population characteristics of the Damariscotta River alewife stock;
2. to monitor catch, escapement, and production levels of the Damariscotta River alewife run;
3. to estimate density of spawning adults which will yield maximum juvenile emigrant production;
4. to determine escapement levels necessary for maximum recruitment.

In 1981, adult escapement of alewives into Damariscotta Lake was enumerated for the fifth consecutive year. Age composition of the catch and total catch by year class were estimated. Juvenile emigrants were enumerated during the summer and fall. Electronic counting gear employed during 1981 proved to be an effective method of enumerating adults and

juveniles. Data from this study will be very important in determining stocking densities for lakes in the lower Androscoggin drainage which are scheduled for introductions of anadromous alewives upon completion of the Brunswick fishway. The information will also be useful in other watersheds where commercial alewife runs may be maintained by truck stocking.

Projected plans through 1982—Continue enumerations of adult and juvenile emigrants and age composition of the catch at Damariscotta Lake in order to provide baseline data over an entire life cycle of the species.

This research project is monitoring the population biology of a stock of anadromous alewives *(Alosa pseudoharengus)* in the Damariscotta River. Previous research has demonstrated that most anadromous alewife stocks exhibit similar population responses to environmental changes and exploitation and that information on the dynamic processes of one stock can be used for management of other stocks. The Damariscotta River population has been selected for monitoring because it is one of the major commercially harvested populations in the state and has sustained a relatively stable population despite high fishing mortality rates (92 to 98% of the spawning run fish are harvested each year).

Current research is directed towards the exploration of parent-progeny relationships. Field studies include sampling and estimating the immigrant spawning run, sampling and monitoring the commercial harvest, and sampling and estimating the magnitude of the crop of juvenile emigrants. The data, thus far, support a model of this species' dynamics which incorporates an asymptotic parent-progeny relationship. The projected relationship between the spawning stock and the production of juveniles is based on the carrying capacity of the natal watershed and the major limiting factor is a function of intraspecific competition for the standing crop of zooplankton.

Available data suggest that there should be an optimum range of spawning stock density for any given watershed; management efforts which increase the escapement of greater numbers of spawning run fish beyond this range will ultimately depress production of offspring. This concept has implications for our run restoration program which supports the construction of fishways; fishways are important, but optimum fish production will not be attained if the numbers of fish passing through the fishways are not controlled.

Marine Worms: A marine worm research project was reestablished in the fall of 1981. Preliminary efforts have concentrated on the establishment of a working relationship with the marine worm industry. An experimental marine worm habitat has been constructed at the Boothbay Harbor Laboratory for conducting experiments on worm distribution and movements. Field surveys of productive and unproductive worm flats have been started. A literature review is in progress.

Environmental Data Monitoring: This monitoring was conducted by National Marine Fisheries Service (NMFS) until that agency ceased operations at the Boothbay Harbor Laboratory. Since 1973, the work has been continued by the Maine Department of Marine Resources.

At present, 10 variables are being recorded; all but salinity (one reading per day) are being recorded continuously. Tabulation and summaries of sea surface temperature, sea bottom temperature, air temperature, salinity, precipitation and barometric pressure are being kept up to date, with monthly summaries available shortly after the end of each month. Continuous recordings of wind speed and direction, tide level, and dewpoint are filed and are available on request.

All past records (dating back to 1905) of sea surface temperature, sea bottom temperature, air temperature, and salinity for Boothbay Harbor have been put on magnetic tapes, and are updated on a monthly basis.

The recording of these data has been done to establish and maintain a stable and continuing source of high-quality baseline physical environmental data for the use of scientists and any members of the general public who may be concerned with the marine environment.

Dissemination of the information has been to a regular mailing list of weekly, monthly, semi-annual, and annual users; by special requests to foreign, federal, and state agencies; to academic institutions; to businesses; and to private individuals. Monthly tide data are furnished to four media outlets in the state, and monthly summaries of data are included in the weekly newsletter of DMR and are published in the monthly trade paper "Commercial Fisheries News" and in the weekly newspaper, "The Boothbay Register."

Biological Data Monitoring: This research was conducted by NMFS until that agency

ceased operations at the Boothbay Harbor Laboratory. Since 1973, the work has been continued by DMR.

At present, one species, the green crab (*Carcinus maenas)*, is receiving the attention of the project. The green crab is of minor commercial value, principally as bait, but its primary importance in Maine (as well as Massachusetts and New Hampshire) has been because of its grossly damaging effect as a predator on soft-shell clams when it is overly abundant.

In the absence of any significant commercial fishery on the species, relative seasonal abundance is estimated by DMR through monthly trapping in the Boothbay Harbor area and by shore samples taken in the fall at approximately 20 stations along the coast from Kittery to Perry.

Results of the surveys are used by DMR to predict relative abundance levels of the green crab and to make estimations of its predatory effects on soft-shell clam stocks in various areas.

Results of the surveys are also correlated with surface sea water temperatures as part of the predictive process. The abundance of this species has historically followed very closely the cycles of surface sea water temperatures. When annual mean temperatures, and winter temperatures in particular, are high, crab abundance is high; when temperatures are low, crab abundance is much lower.

Resource Services Division.

Shellfish Public Health Monitoring and Research: The State of Maine, under the guidelines of the National Shellfish Sanitation Program, Manual of Operations, Public Health Service Publication No. 33, Part I, Sanitation of Shellfish Growing Areas, Part II, Sanitation of the Harvesting and Processing of Shellfish, regulates fresh and frozen oysters, clams and mussels but does not regulate lobsters, crabs or fish. The Department of Marine Resources has been given this responsibility under Title 12, Sec. 6051, Sec. 6172, 6192, 6621 and 6856.

Shellfish processors are inspected and certified by the Department. The Boothbay Harbor Laboratory assists in this process by examining shellfish, either shell stock or shucked, to determine their bacterial quality and overall suitability as a food.

Oysters, clams and mussels feed by filtering their food from large quantities of water in the growing area. By this process, oysters, clams and mussels may be expected to accumulate and concentrate whatever is in the water, including pathogenic organisms, radionuclides, industrial wastes or marine toxins. It has been amply documented by epidemiological investigations of disease outbreaks that the consumption of shellfish from polluted or contaminated growing areas is a pernicious custom if persisted in, with numerous examples of typhoid and infectious hepatitis being documented. It has been well established that shellfish harvested from waters meeting the approved area classification will not be involved in the spread of disease which can be attributed to initial contamination of shellfish.

Because of changing conditions, it is a continuing and ongoing process to determine the suitability of shellfish growing areas as to their sanitary quality in regard to the harvesting of shellfish. In Maine it is necessary to investigate and evaluate sanitary pollution and marine toxin contamination and in each growing area DMR conducts: 1) sanitary surveys to determine sources and extent of pollution; 2) coliform bacteria enumeration to determine water quality, i.e.: a) less than 70 most probable number (70 MPN)—approved area; b) 70-700 MPN —moderately polluted; c) 700 MPN + grossly polluted; 3) hydrographic studies as needed to determine circulation, dilution, water available, etc.

The suitability of growing areas in relation to sanitary pollution is determined by water quality and sanitary surveys and not by shellfish quality. It is possible, using this method, to permit the seasonal opening of polluted areas because of changing conditions in pollution sources and resulting water quality.

Marine toxin contamination (paralytic shellfish poisoning) is determined by a standard mouse bioassay method on the shellfish themselves. Selected monitoring stations along the coast have been established to determine this and areas are closed when toxin levels reach 80 micrograms per 100 grams of shellfish meats and are reopened when toxin levels are below 80. Extensive sampling has allowed for smaller closed areas during periods of low to moderate toxicity. Mussel and clam samples are collected from 18 primary sites and 200 secondary sites each week to differentiate the presence and absence of toxin. This extensive sampling assures the public of safe mussels and clams. In 1981 4,600 samples were processed using 14,650 mice in the bioassay.

A program to survey the distribution of the resting cysts of the toxic red tide dinoflagellate *Gonyaulax tamarensis* var. *excavata* was undertaken in the fall of 1980. The objective of this

study is to determine if the specific locations of resting cysts in intertidal sediments of coastal Maine could be useful as a predictive tool for pinpointing future geographic locations of shellfish intoxication.

During the winter 1980-81, 132 samples were collected at DMR primary and secondary paralytic shellfish poison stations and other sites between Kittery and Eastport for analysis of the presence or absence of cysts. Comparisons of these results with locations of shellfish toxin rise during the fall 1980 and spring 1981 red tide blooms are being conducted. Initial observations show that cyst distribution patterns are a good reflection of the preceding shellfish toxin rise and effectively indicate general geographic locations of future shellfish intoxication.

The distribution survey for the winter 1981-82 was begun in November.

Survey of Waste Discharges to Shellfishing Areas: Since March 1, 1980, numerous shellfishing areas that are currently closed to all harvesting were surveyed to determine their pollution problems, water quality trends, shellfish production and value. The intent of the project, presently funded by Coastal Zone Management and the Maine State Planning Office, is to provide the necessary data and technical support required for the enforcement and abatement of all untreated domestic and industrial discharges within commercially harvestable shellfishing areas. Both the Department of Environmental Protection, Bureau of Water Quality Control, and the Attorney General's Office have found this information to be essential in establishing residential abatement priorities. Due to the legal implications of enforcement measures such current information has been made available to those agencies involved.

The Department of Marine Resources, division of Resources Services, has gained considerable knowledge in relation to shellfish abundance, pollution levels within our growing areas, adequacies, and in some cases, deficiencies, in our boundary lines, changes in area status once abatement has been achieved, and the degree of abatement required in order to comply with the National Shellfish Sanitation Program (NSSP). During 1981, seven additional shellfish producing areas were monitored and reviewed. Results now indicate a marked improvement in both water quality and pollution abatement within the majority of those areas surveyed.

As a result of this work 7,000+ bushels of soft-shell clams having a wholesale value exceeding $196,000 will be harvested within the near future. These figures, in conjunction with those compiled during the 1980 study, will raise the two year total to 22,372 bushels having a combined wholesale value exceeding $626,416. This trend shows that approximately 50% of the areas selected for the DMR-DEP abatement program, will be reclassified for shellfish harvesting once abatement has been established.

Shellfish Pathology: During the past year we continued our survey of endemic diseases, predators and parasites present in shellfish populations along the Maine coast; examined shellfish prior to import to assure that importations would not be detrimental to indigenous marine life; assisted industry in disease problems at hatcheries and examined fish from several lakes to see if they had a disease which is present in coastal alewives, thus allowing DMR to use these lakes as new spawning areas for alewives.

To date, we have examined over 2,000 tissue sections from mussels, oysters and clams. In addition, 522 mussels await processing. Our endemic survey includes samples taken from 35 locations along the Maine coast from York to Bar Harbor; additional samples are from shellfish examined prior to import from St. Andrews and Blacks Harbor, Canada; Fishers Island, New York; Beverly, Mass. and Watchapreag, Virginia.

Because of massive mortalities of oysters in France and the Netherlands, linked to diseases imported with U.S. West Coast seed stock, and to enhance the marketing potential of Maine oysters, DMR has banned any further importation of shellfish from the West Coast. We examined, at the request of industry, 200 oysters that had been imported several years ago from California to determine if diseases might now be present.

There have been several massive mortalities of shellfish in Maine during the past year. We investigated a 95% mortality of a wild population of blue mussels, *Mytilus edulis,* at Strawberry Creek, South Harpswell, Maine and mortalities of over 1,500,000 cultivated European oysters, *Ostrea edulis,* that had been overwintered for 5 months at Spinney Creek, Eliot, Maine.

We assisted several oyster hatcheries and a lobster hatchery in resolving bacterial problems through advice and preparing selective media for microbe identification.

The first fungus disease ever found in scallops was evident in a deep-sea scallop,

Placopecten magellanicus, submitted for examination from the Sheepscot River on March 16, 1981. Studies are continuing on this disease.

Histological sections from oysters, mussels and clams were requested by and sent to the University of Alaska for use as references in their newly developed pathology department.

Our previous blood studies showed the presence of a blood viral infection in coastal fish, including alewives. DMR would like to use several inland lakes that have access to the sea as new spawning grounds for coastal alewives. Before Inland Fisheries will open these lakes for use as new spawning areas, we must provide that this infection is already present. Because of our commitments to shellfish, only Sabattus Pond and Figure 8 Pond were sampled during the past year; six lakes remain to be sampled.

Two Research Reference Documents were prepared: "Pathology Reports on Three Shortnose Sturgeon *(Acipenser brevirostrum)* taken from Maine Yankee Track Racks in 1980" and, for the Fishermen's Forum: "Some of the Most Frequently Encountered Diseases and Parasites of Marine Fish off the Maine coast that can Usually be Identified Without the Use of a Microscope."

Coastal Marine Resources Inventory: The Coastal Marine Resources Inventory is a Department of Marine Resources (DMR) program initiated by the Department of Environmental Protection (DEP) and funded by the Coastal Energy Impact Program through the State Planning Office. The objectives of this program are: 1) to inventory the coastal marine resources of significant commercial, recreational, ecological and aesthetic value, 2) to develop necessary resource information for oil spill protection and post-spill damage assessment, and 3) to support a DMR team of oil spill response/damage assessment personnel.

The first two years of the program, initiated in June, 1979, were spent in inventorying the marine resources of Casco Bay, an area of intense oil transfer activities. The first year was wholely funded by DEP with partial funding being provided each subsequent year. Results of the Casco Bay study included: 1) a resource atlas and catalogue containing response/assessment data on 63 fisheries resources, 146 recreational resources, 111 clam flats and 42 marine worm flats; 2) characterization of the lobster, crab, scallop, mussel, marine worm and herring fisheries; 3) a training manual on the effects of oil in the marine environment with toxicity tables containing over 500 entries on 150 species with 185 references; 4) an oil persistence atlas indicating the anticipated oil residence time of affected shores; and 5) a DMR oil spill response/damage assessment plan for implementation during an oil spill.

No area of the Maine coast is immune to the threat of oil spills and the agencies involved extended the inventory to the coastal area between Small Point and Pemaquid Point. Initiated in June of 1981, this one year study is partitioned into four tasks addressing the project objectives.

The first task of the study is the resources inventory. Selected marine resources susceptible to oil spill damage are being identified, located and surveyed. Information relevant to oil spill response and damage assessment are being developed for each resource. This information will be used to prepare a marine resources atlas and catalogue, copies of which will be provided to DEP, State Planning and other appropriate agencies. To date, information on 150 recreational resources and 36 clam flats has been collected, catalogued and charted.

The second task of the study is shoreline classification. The shoreline will be classified according to oil residence time in affected sediments. This will be based upon data provided by the Maine Geological Survey and the literature. The information will be presented in the form of an oil persistence atlas.

The third task of the study is a literature review. Oil pollution literature is being reviewed and relevant information documented. Oil toxicity and effects data are being included in quick reference tables. Litigation and assessment data will be incorporated into the DMR oil spill contingency plan. A computer search has provided over 300 abstracts which were reviewed and indexed, along with numerous articles from the DMR library. One hundred seventy-one entries on 76 species with 43 references have been added to the quick reference tables.

The fourth task of the study is a provision that, should an oil spill occur during the study, the DMR Oil Spill Contingency Plan would be implemented thus allowing the study staff to respond to and assess damage from an oil spill.

The current study will be completed in May, 1982. As each section of the coast is completed, the Coastal Marine Resources Inventory enhances the capabilities of the DEP to protect vulnerable marine resources from spilled oil and provides the DMR with the necessary information to adequately assess oil spill damages to marine resources. It is anticipated, contingent

upon adequate funding, that this program will continue so that the entire Maine coast will benefit from the improved oil spill protection and assessment faculties of the DEP and the DMR.

PUBLICATIONS:

Laboratory Series #18, West Boothbay Harbor Laboratory Fisheries Volume 7(1), January-February 1982.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE SCIENCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	872,172	588,555	49,056		234,561	
Health Benefits	27,797	18,118	852		8,827	
Retirement	127,071	87,079	7,309		32,683	
Other Fringe Benefits	852	615	14		223	
Other Contractual Service	350,176	160,543	14,624		175,009	
Rents	5,719	4,907	137		675	
Commodities	101,584	94,442	804		6,338	
Grants—Subsidies—Pensions	7,599	5,426	2,173			
Equipment	45,349	38,523	6,826			
Transfers to Other Funds	8,207		1,196		7,011	
TOTAL EXPENDITURES	1,546,526	998,208	82,991		465,327	

MAINE MARINE RESOURCES COMMISSION

CHAIRMAN—VACANT
WALTER A. ANDERSON, State Geologist

Central Office: AMHI—Ray Building *Telephone:* 289-2801
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 060A; *Citation:* 1973 Leg. order, 654

PURPOSE: The Maine Marine Resources Commission was established to advise the Governor and the several departments, bureaus, and offices of the State as to problems associated with the marine resources of the State; study, evaluate, and make recommendations on the administration of the marine resources of the State; and participate on behalf of the State of Maine, on request of the Governor, in the conduct of negotiations leading to the determination of marine geographical boundaries of the State.

ORGANIZATION: The Maine Marine Resources Commission was created by SP654 of the 105th Maine State Legislature in June, 1973. The Commission is comprised of five members, three of whom are appointed by the Governor and two of whom are ex officio: the Commissioner of Marine Resources, and the State Geologist.

PROGRAM: The primary activity of the commission has been in the matter of the marine boundary determination between Maine and the provinces of New Brunswick and Nova Scotia. Such work has involved meetings and consultations with representatives of the office of Legal Adviser, Department of State, Washington, D.C., Office of the Attorney General of Maine, and contractual investigation and reports prepared by consultants expert in the matter of marine boundaries.

During FY 1982, the Commission has not been active. US-Canada boundary negotiations were ongoing between U.S. and Canadian state departments, with advisors from affected interests included. A treaty was awaiting Congressional ratification in June 1980, but it appeared that strong disagreements might prevent a final agreement.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

MAINE MARITIME ACADEMY

DR. LEONARD C. MEAD, PRESIDENT, BOARD OF TRUSTEES
REAR ADMIRAL E. A. RODGERS, Superintendent

Central Office: Castine, Maine
Mail Address: Castine, Maine 04421
Telephone: 326-4311

Established: 1941
Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 75; *Unit:* 370; *Citation:* 1941 P&SL Chap. 37

Average Count—All Positions: 165
Legislative Count: N.A.

Organizational Units:

- Board of Trustees
- Board of Visitors
- Office of the Superintendent
- Practical Training Division
- Academic Division
- Administrative Division
- Student Affairs Division
- Center for Advanced Maritime Studies

PURPOSE: The mission of the Maine Maritime Academy is to carry on Maine's heritage of the sea by providing for young men and young women as U.S. Maritime Service Cadets, a comprehensive course of instruction and training in a professional, intellectual, and military environment which will qualify them for leadership as officers in the U.S. Merchant Marine and in the U.S. Naval Reserve and as responsible citizens in society. In achieving this goal, the objectives of the Academy are to give students the professional training and academic background necessary for licenses in the U.S. Merchant Marine, and baccalaureate degrees and commissions in the U.S. Naval Reserve; to provide a program of sufficient depth to prepare graduates to become leaders in the maritime industry both at sea and ashore; to develop in students a strong sense of duty, honor, and service to their country and to their profession; to develop in students the self-discipline and stamina needed for professional careers; and to stimulate in students an intellectual curiosity in the natural and social sciences and the humanities.

ORGANIZATION: The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through five divisions listed in the organizational Units above. The most recent, the Center for Advanced Maritime Studies was established in January 1981 in response to the requirements from the Coast Guard for refresher training in various license categories, and to the interest of maritime operating companies for specialized training in such areas as emergency medical training, diesel engine training and special licenses for tanker operation. Although the academy is now coeducational, its basic mission and objectives remain unchanged.

Under the policy guidance furnished by the Board of Trustees, the Superintendent of the Academy is the principal executive, being assisted by five principal division heads, each of whom oversees his respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy of $100,000 from the Maritime Administration. The Training Ship "State of Maine" is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget.

MARITIME ACADEMY

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of $4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment at the beginning of the fall term, September 1981, stood at 645. Of these 145 were seniors, 160 juniors, 163 sophomores and 177 freshmen. The student body included 20 women. Students from the State of Maine numbered 465 or 72% of the total. There were 172 students from other states and 8 students from abroad, 3 from Liberia and 5 from Malaysia. The Bachelor of Science degree was awarded to 138 graduating seniors in April 1982. Academy graduates continue to be in demand in maritime and related industries despite severely reduced shipping activity because of the economic recession. Although traditional maritime companies engaged in ocean cargo transport, bulk oil and great lakes fleets have very limited needs for additional personnel, 66 percent of our graduates had been placed in maritime or related positions by the end of the reporting period. Three graduates had accepted direct commissions as Ensigns in the U.S. Navy.

The annual training cruise was conducted in the months of May and June, following graduation of the senior class. As a result of the decline in the cost of fuel oil, and some support for fuel cost from the federal government, it was possible to schedule the cruise to visit the ports of Lisbon, Portugal and Barcelona, Spain. In addition to the annual visit in early May to the US Navy firefighting and damage control schools at Norfolk, Virginia. The cruise ended with a visit to Portland June 28-30 participating in the 350th anniversary of settlement.

No major construction activity was conducted at the academy during the year. Planning was completed for the renovation of the waterfront facilities and expansion of engineering laboratories in Payson Hall, construction of which is now scheduled to begin in July 1982. The project includes the removal of several pre-World War II structures, relocation of the welding laboratory and a complete replacement of the small boat repair and maintenance facilities. The seawall facing the waterfront area was completely renovated during the summer months of 1981 as a prelude to the major project. Several small projects related to accessibility for the handicapped and energy savings were completed with the support of programs supervised by the Bureau of Public Improvements.

Evening programs during the fall and spring terms and an extensive array of courses, seminars, and meetings during the summer months occupy an increasing role in the Academy routine, as wider opportunities for adult study and community interests are accommodated at the Academy. The addition of these programs assures year-round utilization of Academy facilities. The Center for Advanced Maritime Studies has expanded the advanced level course offerings for post-graduate and refresher training for marine officers and a year-round schedule of offerings is available.

Student demand for admission dropped by about fifteen percent from the previous year, but continued at a high level compared to the number of openings in the freshman class. By the closing date in early May, 723 applications had been received. The entering freshman class in late August 1982 is expected to number 185 of whom at least 2 will be females. Approximately 68 percent of the entering class will be from the State of Maine.

LICENSES, PERMITS, ETC.:

Bachelor of Science degree.

PUBLICATIONS:

Maine Maritime Academy Catalog ..... (no charge)

Maine Maritime Academy—The Formative Years 1941-1966
by Howard C. Jordan $5.00

FINANCES, FISCAL YEAR 1982: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MAINE MARITIME ACADEMY
Statement of Current Fund Revenues, Expenditures and Other Changes
Fiscal Year 1981

	Unrestricted	Restricted	Total
REVENUES			
Tuition and Fees	$1,542,782		$1,542,782
Federal Appropriations	100,000		100,000
State Appropriations and Grants	2,398,550	50,295	2,448,845
Federal Grants & Contracts	23,557	380,107	403,664
Private Gifts, Grants & Contracts	209,086	37,945	247,031
Sales and Services of Auxiliary Enterprises	2,139,916		2,139,916
Other Sources	427,672		427,672
Total Current Fund Revenues	6,841,563	468,347	7,309,910
EXPENDITURES AND MANDATORY TRANSFERS			
Educational and General			
Instruction	1,682,143	43,607	1,725,750
Public Service	76,788	70	76,858
Academic Support	308,733	10,491	319,224
Student Services	540,063	21,803	561,866
Institutional Support	1,012,356	3,617	1,015,973
Operation & Maintenance of Plant	916,531	38,864	953,395
Scholarships and Fellowships	2,443	323,930	326,373
Educational & General	4,539,057	440,382	4,979,439
Mandatory Transfers For:			
Principal and Interest	101,395		101,395
Loan Fund Matching Grant	1,673		1,673
Total Educational & General	4,642,125	440,382	5,082,507
AUXILIARY ENTERPRISES			
Expenditures	1,799,736	27,965	1,827,701
Mandatory Transfers For:			
Principal and Interest	147,063		147,063
Renewals and Replacements	6,100		6,100
Total Auxiliary Enterprises	1,952,899	27,965	1,980,864
Total Expenditures & Mandatory Transfers	6,595,024	468,347	7,063,371
OTHER TRANSFERS AND ADDITIONS/(Deductions)			
Excess of restricted receipts over transfers to revenues		13,642	13,642
Unrestricted gifts allotted to other funds	(21,151)		(21,151)
Net appropriation of unrestricted resources from (to) other funds	(222,168)		(222,168)
Total Other Transfers	(243,739)	13,642	(230,097)
Net Increase (Decrease) in Fund Balance	$ 2,800	13,642	16,442

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS

RUSSELL C. COTNOIR, SR., CHAIRMAN

Central Office: Rt. #17, Kents Hill, Maine *Telephone:* 685-9330
Mail Address: P.O. Box 215, Kents Hill, Maine 04349

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 371; *Citation:* 32 M.R.S.A., Sect. 63

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including but not limited to standards for courses of study for administrators, requirements for the training, experience and qualifications for the licensure of administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one-year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities other than Hospitals consists of 8 members appointed by the Governor. The members must be citizens of the United States and residents of the State of Maine. One member is a physician licensed to practice medicine or osteopathy with not less than 5 years of active practice within the State. A second member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. Another member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. Three members are administrators of medical care facilities other than hospitals with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 2 consecutive full terms. The board meets at least once each year and at such other times as may be provided by the resolution of the board. A quorum of the board consists of a majority of its members. The board elects a chairman and determines the necessary procedures for the conduct of its business.

PROGRAM: The Board held monthly meetings throughout the year. There have been two written and oral examinations given and licenses granted when all the qualifications have been met. The Board has returned to the 48 continuing education hours every two years to meet the requirements for re-licensure.

The present rules and regulations are in the process of being re-written, to clarify and update, where necessary to meet any new requirements. The approval or denial of Continuing Education Courses for credit has taken a great deal more time than previously anticipated. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses, and reciprocity. All applications were acted on at Board meetings.

LICENSES, PERMITS, ETC.:

License:
- Administrator
- Temporary Administrator

PUBLICATIONS:

Continuing Education Guidelines (free)
Rules, Regulations and Statutes Concerning the Board (free)
Listing of Board Approved Correspondence Courses (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,630		6,630			
Rents	1,592		1,592			
Commodities	301		301			
Transfers to Other Funds	163		163			
Other Contractual Service	7,440		7,440			
TOTAL EXPENDITURES	16,126		16,126			

MAINE MEDICAL LABORATORY COMMISSION

HOWARD E. LIND, Ph.D., M.P.H., CHAIRPERSON

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2736
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 359; *Citation:* 22 M.R.S.A., Sect. 2026
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories.

ORGANIZATION: This is a reorganization of the 1967 Maine Medical Laboratory Advisory Commission that clarifies its role and adds consumer members on the Commission.

Consists of a chairman (Commissioner of Dept. of Human Services or his designee) and nine additional members appointed by the Governor. There are three consumer members and six (6) provider members with staggered terms.

PROGRAM: The Commission meets only when necessary. There were no meetings during FY 82.

Several organizations indicated interest in applying for a license to operate a private clinical laboratory but no applications have been received to date.

LICENSES, PERMITS, ETC.:

License:
Private Medical Laboratory

PUBLICATIONS:

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to less than $100.00 in FY 82 and are, by administrative decision, included with those of the Bureau of Health.

MENTAL HEALTH ADVISORY COUNCIL

MICHAEL DeSISTO, Ph.D., DIRECTOR, BUREAU OF MENTAL HEALTH
THOMAS J. KANE, D.S.W., CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse, Sta. #40, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 196; *Citation:* 34 M.R.S.A., Sect. 2003
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Mental Health Advisory Council was statutorily created to assist in carrying out the purposes of the Bureau of Mental Health. Essentially it functions as an advisory group to the Bureau.

ORGANIZATION: In 1977, 34 M.R.S.A., Section 2003, (the legislation which created the Committee on Mental Health) was repealed and in its place a new Section 2003 was enacted providing for a Mental Health Advisory Council consisting of 30 members appointed by the Governor for 3 year terms. The Council selects its own chairman, is comprised of at least 60% non-providers of mental health services, and meets bi-monthly.

PROGRAM: The Council meeting agendas encompass matters involving broad policy and program issues. The Council also participates in the long range planning for mental health services. During 1982, members of the Council participated in ten public hearings across the State in order to get public comments about mental health services. Using this information, the Council developed statewide priorities for mental health services, and continued its effort in the development of the Mental Health Plan. The Council advised the Department concerning new community mental health legislation, actively supported legislation calling for a separate Department of Corrections, and made recommendations about a proposal for a private psychiatric facility in southern Maine. Also, various members of the Council participated in department planning groups around the implementation of the federal Block Grants. The Council has several special task groups designed to study and then recommend to the Department programs/policies for specific populations. These include Children, Handicapped, Chronically Mentall Ill, Families and Substance Abusers.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

KEVIN W. CONCANNON, COMMISSIONER
TIMOTHY P. WILSON, Associate Commissioner, Programs
RONALD R. MARTEL, Associate Commissioner, Administration

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: State Office Building, Augusta, Maine 04333

Established: 1939 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191; *Citation:* 34 M.R.S.A., Sect. 1

Average Count—All Positions: 2,061 *Legislative Count:* 2,131.5

Organizational Units:

Bureau of Mental Health
Bureau of Mental Retardation
Affirmative Action Office
Administrative Services Division
Program Services Division
Office of Advocacy
Mental Health Advisory Council
State Planning & Advisory Council on Developmental Disabilities
Maine Committee on Problems of the Mentally Retarded
Commission on Mental Health Manpower Development
Interdepartmental Coordinating Committee

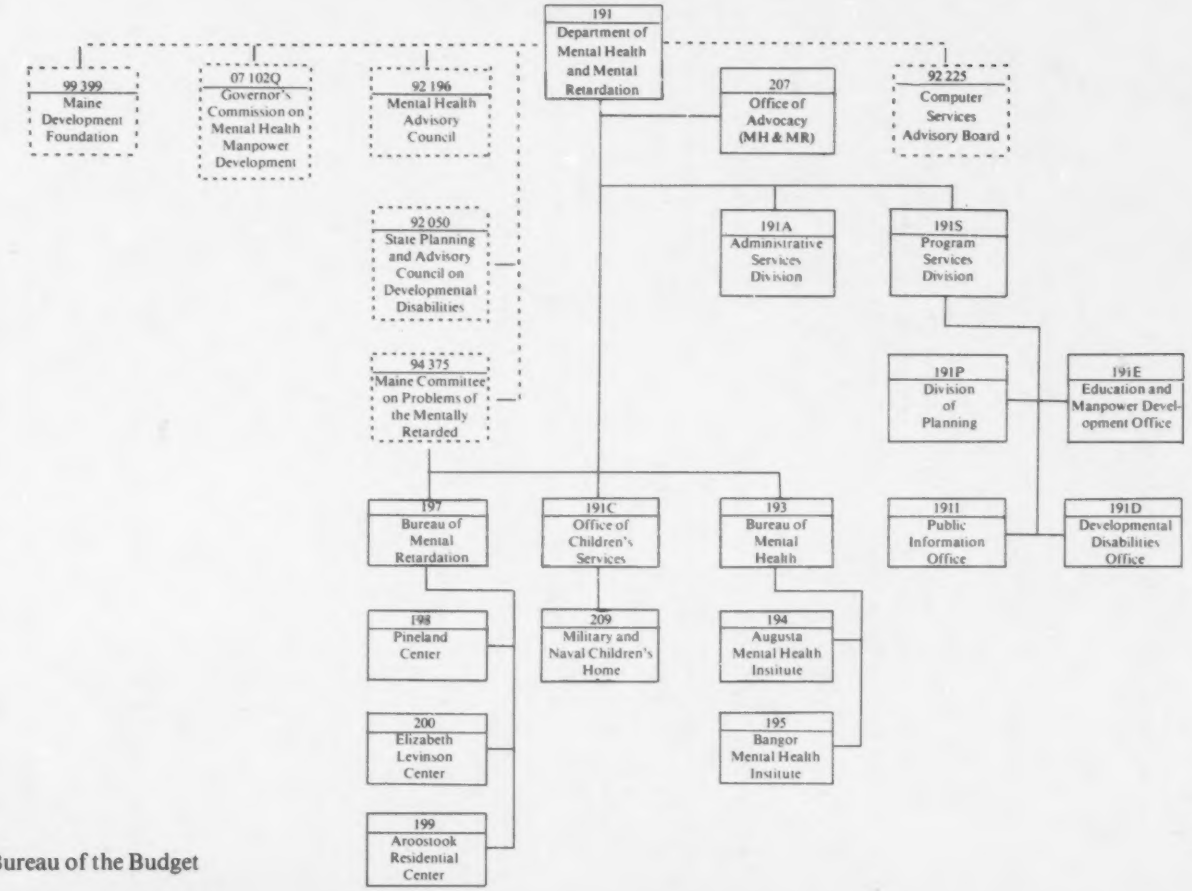
PURPOSE: The Department of Mental Health and Mental Retardation was established to enhance the quality of life for mentally handicapped and developmentally disabled persons by helping them to meet their needs for personal, social, educational, vocational and economic development, to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine. The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons under its jurisdiction. The Department also exercises general supervision, management and control of research and planning, grounds, buildings and property, employees and patients of the State institutions within its jurisdiction.

ORGANIZATION: The Department of Mental Health and Corrections, so named in 1957, was established in 1939 as the Department of Institutional Service. The 1939 legislation transferred the State's mental health, penal and correctional institutions from the jurisdiction of the Department of Health and Welfare. These institutions were under the general administrative supervision of three statutorily-based bureaus within the Department: Bureau of Mental Health, created in 1959; Bureau of Mental Retardation, created in 1967; and Bureau of Corrections, created in 1969. The State Parole Board was placed within the Department in 1959, and a statutory Division of Probation and Parole was added in 1967. A Division of Administrative Services was created by executive action in 1974. A Juvenile Intake Program was authorized with the passage of the Juvenile Code in 1978. In September of 1981 all correctional activities were placed under a separate Department of Corrections.

Advisory Committees to each Bureau were appointed to supplement the Boards of Visitors previously active at the Institutions. These Institutions, established as early as 1823 and, in most instances, administered by Trustees before being placed within a State department, include: Augusta Mental Health Institute, Bangor Mental Health Institute, State Military and Naval Children's Home, Pineland Center, Elizabeth Levinson Center, Aroostook Residential Center, Maine State Prison, Maine Correctional Center, and Maine Youth Center. In 1976, the Legislature abolished Stevens School/Women's Correctional Center accepting and approving a Correctional Reorganizational Plan reallocating those resources toward other pressing needs, namely, Probation & Parole, Pre-Release, and the Maine State Prison.

During FY 81 the Legislature approved a bill which created a new Department of Corrections effective September 18, 1981, and which resulted in the existing department being renamed the Department of Mental Health and Mental Retardation.

ORGANIZATIONAL CHART
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION
UMB 14



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	29,568,951	29,137,103	81,330		350,518	
Health Benefits	1,139,035	1,123,775	3,597		11,663	
Retirement	4,988,294	4,922,331	14,374		51,589	
Other Fringe Benefits	89,474	88,969	305		200	
Computer Services--Comm.	117	117				
Computer Services—State	51,913	51,913				
Other Contractual Service	10,008,037	9,314,779	94,395		598,863	
Rents	111,907	108,171	2,155		1,581	
Commodities	4,314,324	4,236,446	69,891		7,987	
Grants—Subsidies—Pensions	5,467,181	4,692,889	130,404		643,888	
Buildings and Improvement	448,914	430,777	18,136			
Equipment	340,204	279,306	21,561		39,337	
Transfers to Other Funds	125,272		1,574		123,698	
TOTAL EXPENDITURES	56,653,623	54,386,576	437,723		1,829,324	

PROGRAM: The Department has organizationally been structured so that Administration, Program and Bureau services and accomplishments are separately referred to in other sections of the report.

LICENSES, PERMITS, ETC.:
See comment under Program Section.

PUBLICATIONS:
See comment under Program Section.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (MH&MR)

RONALD R. MARTEL, ASSOCIATE COMMISSIONER, ADMINISTRATION

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191A; *Citation:* 34 M.R.S.A., Sect. 1
Average Count—All Positions: 21 *Legislative Count:* 21

PURPOSE: Primary responsibilities of this unit include the administration of departmental personnel policies and procedures as well as fiscal accountability. These duties are delegated, for the most part, to the department's Director of Accounting and Audit and Director of Personnel and Employee Relations.

ORGANIZATION: The position of Associate Commissioner for Administration was created by Legislative action in 1976. In the event of a vacancy in the Office of the Commissioner as well as in the Office of Associate Commissioner for Programs, the Associate Commissioner for Administration is responsible for performing the duties of the Commissioner with the same statutory authority and responsibilities.

PROGRAM: During FY 82 the Department was able to establish an audit unit in order to supplement its community supervisory responsibilities. Also, additional staff was placed under the Accounting Division in order to increase the capability of the Bureau of Mental Retardation and the Bureau of Mental Health. Increased community activities and developments necessitated an increased capability to handle both inhouse accounting functions as well as community audit contractual functions.

An Affirmative Action Plan was completed which provided information by Bureau. The Plan, as submitted to the Maine Human Rights Commission, was once again considered by those reviewing it to be a model plan for other state agencies.

Increased accountability and prioritization of services continued in FY 82 and resulted in contracts with local community mental health centers. The Bureau of Mental Health has established priority services and a mechanism whereby activities will be monitored during the course of the fiscal year. In addition, the Bureau, at least in part, directed its resources toward areas with least resources in addition to fairly distributing resources throughout the State of Maine.

PUBLICATIONS:
Affirmative Action Plan
Available for on-site review.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (MH & MD)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,105,209	1,105,209				
Health Benefits	30,139	30,139				
Retirement	157,216	157,216				
Other Fringe Benefits	2,116	2,116				
Computer Services—State	7,924	7,924				
Other Contractual Service	469,013	465,371	3,642			
Rents	6,102	6,102				
Commodities	3,315,651	3,315,651				
Grants—Subsidies—Pensions	198,390	135,397			62,993	
Buildings and Improvement	413,145	404,059	9,086			
Equipment	135,663	127,615	8,048			
Transfers to Other Funds	120,649		20		120,629	
TOTAL EXPENDITURES	5,961,217	5,756,799	20,796		183,622	

OFFICE OF ADVOCACY (MH & MR)

CARROLL M. MACGOWAN, CHIEF ADVOCATE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 207A; *Citation:* 34 M.R.S.A., Sect. 2A
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: The Office of Advocacy is established within the Department of Mental Health and Mental Retardation to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance, with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments.

ORGANIZATION: The function of advocacy began in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. This was a function created administratively. In 1975 the 107th Legislature created the "Office of Advocacy" by passing legislation mandating its functions statutorily.

At the present time the Office of Advocacy consists of advocates at the Augusta Mental Health Institute and Bangor Mental Health Institute, Pineland Center and two Community Advocates serving the Bureau of Mental Retardation clients, as well as the Chief Advocate. Furthermore, the Office of Advocacy provides legal services to individual clients in institutions administered by the Department who are experiencing specific legal problems which result from their inability by freedom of movement to deal effectively with those problems.

PROGRAM: The Office of Advocacy has been actively involved, in the past year, in the drafting of regulations designed to assure the rights of mental health clients, and in establishing mechanisms to assist Mental Health clients who cannot give consent to treatment. The office has provided assistance or information to in excess of 2,000 departmental clients including representing clients in Interdisciplinary Team meetings, Pupil Evaluation Team meetings and numerous other administrative meetings in which clients have sought assistance.

In addition, the office is routinely involved in investigating denial of rights of departmental clients living in state institutions or in the community. One ongoing goal of the office's activities is to continue to advocate for the consolidation, where that is feasible, and consistency, where consolidation is not feasible, of rules and regulations promulgated by the many agencies and departments serving clients of the Department of Mental Health and Mental Retardation in the area of quality of life licenses, permits, etc.

The Office of Advocacy is authorized by 34 MRSA, subsection 2143, to approve behavior modification programs designed for the mentally retarded in Maine which involve the use of noxious or painful stimuli. All aversive behavior modification programs are reviewed on a case-by-case basis by an advocate from the Office of Advocacy.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Client Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of (34 MRSA c. 186-A)—free

The Office of Advocacy and each individual advocate working for the Office of Advocacy maintains a substantial library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department of Mental Health & Mental Retardation.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: Lombard St., Presque Isle *Telephone:* 764-4104
Mail Address: Box 1285, Presque Isle, Maine 04769
Established: 1972 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 199; *Citation:* 34 M.R.S.A., Sect. 2633
Average Count—All Positions: 15 *Legislative Count:* 15

PURPOSE: The Aroostook Residential Center was established to provide training, education and residential accommodations for mentally retarded persons from Aroostook County. The Center is responsible for providing residential accommodations for mentally retarded persons from Aroostook County. Residents attend programs in the Central Aroostook area which provide planning and coordination of programs for mentally retarded persons in Aroostook County, and made their services available to any mentally retarded person, subject to administrative policies adopted by the Director of the Bureau of Mental Retardation.

ORGANIZATION: The Aroostook Residential Center was established in 1971, but did not begin operation until October, 1972. Dedication of the building as the Aroostook Residential Center occurred on December 15, 1972.

In the organization of the program, the Director of the Center also serves as Regional Administrator for the Bureau of Mental Retardation. A Mental Retardation Program Supervisor directs the day-to-day program services and Individual Program Planning. A Psychologist is on staff to develop and train staff in behavior management programs. All other positions are in the paraprofessional category of houseparent. These positions are designed to offer minimum coverage when there is maximum resident occupancy. The Center admissions include mild, moderately and severely behavior disordered individuals.

PROGRAM: Pre-admission Individual Program Plans are required by the Aroostook Residential Center for all potential clients. These staffings include a multi-disciplinary approach to clients in order to develop specific program recommendations. After the client has been admitted, periodic reassessments, including new program recommendations, are carried out by the staff of the Center. All admissions are time-limited depending on each resident's individual transitional needs. Transitional residential placement is considered under the following programs:

1. Nine-month-per-year residency for children attending the Opportunity Training Center or the Helen P. Knight School for Multiple Handicapped.
2. Respite Care, providing up to two weeks of residential services for individuals who are in need of either temporary or emergency placement.
3. Residence for adults attending either a sheltered workshop or adult day-activities program.
4. Transition Program for Pineland Center residents who are returning to the community.
5. Transition Apartment Program to help teach mentally retarded adults the skills of independent living.

Residential programming includes Behavior Management and Training involving the living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills, community socialization (to help the adult client learn to live in the normal mainstream of society), and basic adjustment to more advanced stages of independent living.

During fiscal year 1983, the Center will be seeking licensing as an intermediate care facility for the mentally retarded.

The Regional Mental Retardation Services Office will be located within the Center and will provide the services of Home Training, Information, Screening and Referral, Public Guardianship, Residential Placement and Adjustment, Individual Prescriptive Program Planning and Protection and Support Services.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	160,647	160,647				
Health Benefits	6,332	6,332				
Retirement	29,629	29,629				
Other Fringe Benefits	891	891				
Other Contractual Service	49,246	49,246				
Rents	1,535	1,535				
Commodities	5,858	5,858				
Grants—Subsidies—Pensions	149	149				
Equipment	2,496	2,496				
TOTAL EXPENDITURES	256,783	256,783				

AUGUSTA MENTAL HEALTH INSTITUTE

GARRELL S. MULLANEY, SUPERINTENDENT
MILLARD A. HOWARD, Assistant to the Superintendent

Central Office: Hospital Street, Augusta *Telephone:* 622-3751
Mail Address: Box 724, Augusta, Maine 04330
or: Statehouse Sta. #80, Augusta, Maine 04333

Established: 1834 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 194; *Citation:* 34 M.R.S.A., Sect. 586

Average Count—All Positions: 558 *Legislative Count:* 569

Organizational Units:

- Psychiatric Admissions Unit
- Psychiatric Transitional Unit
- Psychiatric Rehabilitation and Reentry Unit
- Psychiatric Adolescent and Young Adult Unit
- Psychiatric Forensic Unit
- Medical Infirmary
- Psychiatric Nursing Home Unit
- Program Evaluation
- Staff Development
- Business Services

PURPOSE: The Augusta Mental Health Institute (AMHI) was established to treat and restore to optimal mental, social, medical health, vocational and economic usefulness, citizens who require long-term 24-hour psychiatric services from communities in Somerset and Kennebec Counties; Franklin, Oxford and Androscoggin Counties; Cumberland County; York, Sagadahoc and Lincoln Counties; and Knox and Waldo Counties.

The Augusta Mental Health Institute is charged with the responsibility to provide hospitalization of the mentally ill. The Institute is empowered, subject to the availability of suitable accommodations to receive and provide care and treatment of a mental illness of any person on an informal basis. In addition, the Institute may receive an individual under written application and certification of a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a District Court. The Institute accepts transfers from other hospitals for the mentally ill, both in-state and out-of-state, upon order of the Commissioner of the Department of Mental Health and Corrections.

The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment under the above procedures for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease.

ORGANIZATION: The Augusta Mental Health Institute was established in 1834 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital, and in 1973, to its present designation.

Throughout most of its history, the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. In the 1960's, community mental health centers were established, which made possible a redefinition of the Institute's role.

The Institute is organized internally in functional treatment units designed to serve as the long-term or extended care component of comprehensive, community based mental health services and which also serve as the backup to six community mental health centers' inpatient units. These Augusta Mental Health Institute units include: an Admissions Unit which provides rapid evaluation and crisis management, a Transitional Unit which provides intensive psychiatric care for up to six months, a Rehabilitation and Reentry Unit which provides intensive social and vocational rehabilitation for those with continuing psychiatric disabilities, an Adolescent and Young Adult Unit which provides a psychiatric inpatient hospital level of care for those patients between the ages of 12 and 20. A Forensic Unit which provides observation care and treatment to patients referred through the criminal justice system, a Medical Infirmary certified by Medicare for hospital services other than surgery and intensive care, and a

psychiatric Nursing Home Unit which provides care for those psychiatric patients requiring primarily nursing home care but whose psychiatric problems are not yet resolved to the extent that they can be placed in nursing homes in the community.

PROGRAM: In FY 82 the Augusta Mental Health Institute continued to serve as an integral part of the continuum of mental health services for 70% of the population of the State of Maine. It continues to be fully accredited by the Joint Commission on Accreditation of Hospitals, as it has been continuously since 1955, and is approved for all federal third-party reimbursement programs.

In this fiscal year the work load increased substantially in that the number of admissions increased approximately 20% from 933 in FY 1981 to 1,115 in FY 1982. Intensive attention to crises resolution and rapid return to the community has held average daily in-patient population to the level of the previous year, 299.

During the fiscal year the Augusta Mental Health Institute continued to refine and improve programming tailored to the needs of the severely mentally ill and disabled. Specific programming for the increasing proportion of young adult admission who require 2 weeks to 6 months of hospitalization received priority attention and development. An intensive rehabilitation program called Structured Learning Therapy for the long term disabled patient was expanded to provide support and training to providers of alternative care in boarding homes and other community settings. An aftercare program is now provided to patients in the Augusta area on a "Day Hospital" basis.

The "Alternative Living" program on the grounds of the Institute was expanded to accommodate the changing needs of the patient population, an increasing number of whom require a gradual, structural transition from hospital to community life. At the same time, the number of patients requiring a nursing home type of care within the institution decreased, making possible the above adjustment in program.

PUBLICATIONS:

Structured Learning Therapy
The Adolescent Program at Augusta Mental Health Institute
Free to Individuals

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,105,902	8,022,902	77,765		5,021	
Health Benefits	311,919	308,282	3,429		208	
Retirement	1,371,575	1,356,731	14,056		788	
Other Fringe Benefits	23,809	23,491	305		13	
Computer Services—State	21,297	21,297				
Other Contractual Service	605,507	580,323	24,654		530	
Rents	2,714	1,546	1,168			
Commodities	390,213	327,006	61,499		1,708	
Grants—Subsidies—Pensions	346,871	216,467	130,404			
Buildings and Improvement	1,233	973	260			
Equipment	87,738	48,243	5,750		33,745	
Transfers to Other Funds	1,176		1,118		58	
TOTAL EXPENDITURES	11,269,740	10,907,261	320,408		42,071	

BANGOR MENTAL HEALTH INSTITUTE

PATRICIA T. OULTON, SUPERINTENDENT

Central Office: Hogan Rd., Bangor *Telephone:* 947-6981
Mail Address: Box 926, Bangor, Maine 04401

Established: 1885 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 195; *Citation:* 34 M.R.S.A., Sect. 535

Average Count—All Positions: 505½ *Legislative Count:* 540

Organizational Units:
Institute Services
Personnel
Clinical Services
Educational & Rehabilitative Services
Program Evaluation & Research

PURPOSE: The mission of the Bangor Mental Health Institute is to treat and restore to optimal mental, social, physical, vocational, and economic usefulness, citizens who require intensive 24-hour psychiatric services from Aroostook, Washington, Hancock, Piscataquis, and Penobscot Counties. These services are provided without regard to race, creed, color, sex, national origin, or ancestry.

The Bangor Mental Health Institute is charged with the treatment of the mentally ill for whom least restrictive settings are not appropriate. It is empowered to receive and provide care and treatment of any mentally ill person on an informal basis, and may receive any individual under written application and certification by a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a district court, and accepts transfers from other hospitals for the mentally ill, both in and out-of-state, upon order of the Commissioner of Mental Health and Corrections. The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease.

ORGANIZATION: The Bangor Mental Health Institute was established in 1885 as the Eastern Maine Insane Hospital at Bangor, administered by a Board of Trustees. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, which became the Department of Mental Health and Corrections in 1959. Its present name was established by the Legislature in 1973. The Institute had an original inpatient population of less than 200, and for many years, a population of over 1,000. The emphasis on short-term inpatient treatment has reduced the census to approximately 315.

BMHI is organized by specific functional treatment programs. These include an admissions unit which provides short-term acute care and crisis management, an intermediate term program for patients requiring psychiatric care up to one year, a rehabilitation unit for longer stay patients, and a community orientation and halfway house program for patients preparing to leave the Institute, a forensic program for the treatment of persons found innocent by reason of mental disease, as well as persons referred from jails and correctional facilities, and the Program on Aging, a specialized geriatric program for persons who cannot be maintained in the community or in nursing homes.

A number of other services support these programs, including patient and staff libraries, rehabilitative programs, such as occupational therapy, physical therapy, and therapeutic recreation.

PROGRAM: In FY 82 the Bangor Mental Health Institute continued to serve as an integral part of the mental health system of the State. It continues to be fully accredited by the Joint Commission on Accreditation of Hospitals. It was resurveyed in April and results are pending.

With the appointment of a new superintendent and an accreditation survey scheduled for the spring, FY 82 brought many changes to the Institute. A major refurbishment program was embarked upon resulting in four wards being renovated or "spruced up." This effort is conti-

nuing into the new fiscal year. Major organizational changes were initiated, creating a new programmatic structure. As part of strengthening the clinical services, the hospital went from a medical organization to a clinical staff organization. A contract was signed with the Rehabilitation Training and Research Unit at Boston University to provide specialized training and programs for the patients most unresponsive to treatment. A first halfway house was opened on the grounds of BMHI. These reorganization and programmatic efforts will continue into the new fiscal year. A long range building utilization plan was developed for submission to the legislature.

Capital Improvements. During the fiscal year, BMHI continued fire prevention projects, created barrier free facilities for the handicapped, and did extensive refurbishing of wards K-1, K-2, and C-2.

PUBLICATIONS:

Patient's Handbook—BMHI
BMHI Treatment Programs
The History of Hepatica Hill
Professional Staff By-laws

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,138,698	7,120,959	1,506		16,233	
Health Benefits	275,381	275,210	95		76	
Retirement	1,217,967	1,215,566			2,401	
Other Fringe Benefits	23,419	23,419				
Computer Services—Comm.	117	117				
Computer Services—State	18,474	18,474				
Other Contractual Service	578,047	577,525	266		256	
Rents	11,004	11,004				
Commodities	261,551	260,470	731		350	
Grants—Subsidies—Pensions	130,385	130,385				
Equipment	31,221	29,565	1,656			
Transfers to Other Funds	143		29		114	
TOTAL EXPENDITURES	9,686,407	9,662,694	4,283		19,430	

OFFICE OF CHILDREN'S SERVICES

EDWARD C. HINCKLEY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191C; *Citation:* 34 M.R.S.A., Sect. 261
Average Count—All Positions: 3 *Legislative Count:* 3.5

PURPOSE: The Office of Children's Services negotiates and administers contracts designed to purchase mental health treatment services for emotionally handicapped children. These ser-

vices are purchased from residential treatment centers, community mental health centers, public school administrative units, and private non-profit community agencies; are directed at children up to age 18 (with the major emphasis being on school-age children); and consist primarily of prevention, early intervention, family support and residential treatment activities.

ORGANIZATION: The Office of Children's Services was created in 1973 with the closure of the Children's Psychiatric Hospital at Pineland Center. Consisting of one professional and one supportive position, its primary initial responsibility was to develop residential treatment facilities for the severely emotionally handicapped children who could no longer be served at this state institution. In 1978, the Office was separated from the Bureau of Mental Health and raised to the organizational level of a Division; in 1982 a half-time mental health worker position was added. Concurrent with these changes came increased emphasis in the development of mental health services that are less restrictive than residential treatment, and in interdepartmental coordination with the Department of Human Services and the Department of Educational and Cultural Services.

PROGRAM: Grants from the Office of Children's Services, Department of Mental Health and Mental Retardation, for mental health treatment and related services to Maine children during 1981-82 totaled approximately $1,700,000. Programs thus supported fall into three general categories: Residential Treatment, Day Treatment, and Community Service projects.

Residential Treatment grants, representing the largest portion of expenditures, support mental health costs for approximately 150 emotionally or behaviorally handicapped children in 10 residential treatment centers. All but 6 of the children served are in Maine facilities. The costs of the other two components of these programs (special education and board-and-care) are supported by local school districts, which determine when such placements are appropriate and necessary.

Day Treatment programs, a more recent development in the provision of services to emotionally or behaviorally handicapped children, are usually operated through cooperative agreements between public schools and private agencies, on a regional basis. Serving children who can continue to live at home, with their natural or foster parents, the programs offer special education and mental health treatment components. In these programs, an important characteristic of the mental health activities is the emphasis on work with entire families—frequently in their homes during the day or evening—better to equip parents and other family members to support the child's development and improved behaviors. These programs served approximately 110 children.

The third category of Office of Children's Services grants—Community Services—represents a growing emphasis of the department. Attempting to focus on activities designed to prevent mental health problems in children, or to provide early intervention and support to children and their families who are "at risk" of developing emotional or behavioral problems, these grants to a variety of community agencies fund preschool activities, counseling for children and their families in home settings, coordinating of community services aimed at assisting children and adolescents, direct services to sexually abused or exploited children, and emergency shelters and therapeutic foster homes for handicapped children needing substitute care placements. In all cases, the Office of Children's Service grants are combined with other local, state or federal funds obtained by the agencies in question. Approximately 1,000 children received support from these programs.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

DEVELOPMENTAL DISABILITIES OFFICE

PETER R. STOWELL, Executive Director

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Telephone: 289-3161

Established: 1971
Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191D; *Citation:* 34 M.R.S.A., Sect. 13

Average Count—All Positions: 3
Legislative Count: 2

PURPOSE: The Department of Mental Health and Mental Retardation is designated as the sole agency of the State to establish and administer any statewide plan for the construction, equipment, maintenance or operation of any facility for the provision of care, treatment, diagnosis, rehabilitation, training or related services; which plan is required under the provision of PL 95-602 "Amendments to the Developmental Disabilities Services and Facilities Construction Act of 1978".

ORGANIZATION: The Department of Mental Health and Mental Retardation was designated as the Administering Agency for the Developmental Disabilities Council by Title 34, Section 13 of the Maine revised statutes.

PROGRAM: The Department of Mental Health and Mental Retardation develops, jointly, the statewide plan with the Maine Planning and Advisory Council on Developmental Disabilities. The Department is responsible for the implementation of the plan and administration of any grants or contracts related to the operation of the Council. Council staff are provided by the Department of Mental Health and Mental Retardation.

FINANCES, FISCAL YEAR 1982: 34 M.R.S.A. Sect 13 Paragraph 2 provides that expenditures of the Developmental Disabilities Council, which amounted to $250,000 in FY 1982 shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display. The expenditure figure includes payments on grants awarded the previous fiscal year.

EDUCATION AND MANPOWER DEVELOPMENT OFFICE (MH & MR)

FRANK G. O'DONNELL, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Telephone: 289-3161

Established: 1978
Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191E; *Citation:* 34 M.R.S.A., Sect. 262

Average Count—All Positions: 1
Legislative Count: 1

PURPOSE: The purpose of this office is to insure the training and manpower development of Departmental employees so that they can more effectively and efficiently perform their work responsibilities.

ORGANIZATION: The Coordinator of Education and Manpower Development is charged with the responsibility of rendering, with the aid of Advisory committees, professional training, education and career development services for the Department. This position also functions as a coordinator for training programs of various organizations affecting the department and serves to manage training and manpower development activities overall. The Coordinator reports to the Associate Commissioner for Programs and is responsible for all manpower development and training activities.

From the original designation of one individual as Coordinator of Education and Manpower Development, the unit has evolved and developed into a number of related training and manpower development programs. For example, the unit is responsible in a supervisory sense for the Governor's Mental Health Manpower Commission, the Boarding Home Training Project, the Career Mobility Project, the Primary Care Training Project, the Psychiatric Rehabilitation Project, the William E. Schumacher Distinguished Lecture Series, and the Two Percent Technical Assistance Program. The latter program is operated in conjunction with community mental health centers. The unit currently has, in addition to the Coordinator, a Secretary/Administrative Assistant and an individual who functions as a Project Director for the Manpower Commission and the Career Mobility Project.

PROGRAM: The Mental Health Career Mobility Project through the University of Maine has assessed the educational, training and career development competency needs of workers who provide direct care to the mentally ill (Mental Health Workers I-III) with special attention given to matching employee skill/knowledge needs with the needs of the chronically mentally ill. The project activities include such things as comprehensive career ladders for the State's two Mental Health Institutes and for community agencies, course and workshop offerings and career counseling. This project was funded ($152,326) by the National Institute of Mental Health.

The Department of Mental Health and Corrections and the Department of Human Services are collaborating on a Primary Care Provider Project to improve mental health services for Maine citizens living in rural areas. To provide effective remedial treatment for individuals struggling with mental problems and alcohol and drug abuse, a model training program is being developed for primary care health providers in Aroostook County. The training is being administered, in cooperation with the staff of Aroostook County Mental Health Center and has the financial backing of the National Institute of Mental Health.

The Manpower Development Unit has developed a working relationship with the Political Science Department of the University of Southern Maine to sponsor a political science intern interested in public administration. The candidates are screened by the University Program Coordinator and are assigned to work with staff two days per week for the entire semester. No costs are incurred by the Department.

A group comprised of staff from the Veterans Administration Center-Togus, the Department of Mental Health and Corrections, mental health organizations and representatives from law enforcement agencies have formed an ad hoc group to make recommendations for training programs for law enforcement officers on handling mentally disordered individuals. Issues being addressed are: a) Procedures for voluntary, non-voluntary commitments; b) Methodologies in screening, release, aftercare services; c) Authority, responsibility for service providers; and d) Statutes, policies that indicate actions to be taken. An outcome of this activity is the publication of an inclusive Resource Directory listing all of Maine's emergency and support services affecting mental health, mental retardation, developmental disabilities, and substance abuse.

The FY 1982 2% Technical Assistance Program continues the process initiated for FY 81. In essence, this process involves a collaborative effort between the Maine Department of Mental Health and Corrections and the Maine Council of Community Mental Health Centers (CMHC) in developing and implementing a technical assistance program for Maine Community Mental Health Centers. The areas targeted for technical assistance to CMHCs in Maine for FY 82 are as follows: organization, management of the delivery of mental health services to unserved and underserved groups; development of effective needs assessment for services, planning, quality assurance and evaluation programs; administrative and fiscal management and MIS; particular training needs of Long-Term Care Facility operators in areas related to caring for former mental health patients; and governance board training. A culmination of the

year's activity was a conference to address the support systems issues of mental health centers, boarding homes and state institutes.

PUBLICATIONS:

RESOURCE DIRECTORY, APRIL 1982—$4.95
Boarding Home Training Manual—None
Career Mobility Reports—None

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

ELIZABETH LEVINSON CENTER

JOHN B. LARRABEE, DIRECTOR

Central Office: 159 Hogan Rd., Bangor
Mail Address: 159 Hogan Rd., Bangor, Maine 04401
Telephone: 947-6136

Established: September 23, 1971
Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 200; *Citation:* 34 M.R.S.A., Sect. 2634

Average Count—All Positions: 63
Legislative Count: 67

PURPOSE: The Elizabeth Levinson Center was established to foster behavior that maximizes the human qualities of the retarded individual while increasing the complexity of his behavior and assisting him to cope with his environment. The center is responsible for providing care, treatment and training for the severely and profoundly mentally retarded, subject to policies established by the director of the Bureau of Mental Retardation. The center admits individuals from birth through twenty from any area of the State, referred through Regional Offices of the Bureau of Mental Retardation.

Long-Term Training is provided to residents who entered the Center prior to 1973, and for whom alternative community placements have not yet been developed. Contracted Training provides time-limited program development in specified areas as agreed upon by parents, referring agencies and Center staff for up to six months duration. Short-Term Evaluation provides an opportunity for complete evaluation and program development to help individual clients function in the community. Respite Care is a service provided for families to give them a break from the responsibilities and care of raising a retarded child at home. Community Service, on a referral basis, is also provided. Residential training is provided to children requiring residential services in excess of six months.

In cases where continued placement at home is not possible, Center staff assist community Bureau of Mental Retardation staff in locating appropriate alternative placements. All programs involve parent or foster parent training in order to enable the caretakers of the child to continue his education and training in the community.

The Center continues to serve as a valuable resource in quality training and preparing staff for local and statewide service to the developmentally disabled.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Mental Retardation and under the overall supervision of the Department of Mental Health and Mental Retardation. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

PROGRAM: During FY 82, the Elizabeth Levinson Center continued efforts to change its staffing patterns and policies to reflect a developmental model rather than one of custodial or medical care. New admissions/discharge policies enabled the Center to serve more clients in need for shorter periods of time.

The Center provided the following services to the number of clients indicated:

Respite Care (including Emergency Respite Care)	110 clients
Foster Home Placement and Support	12 clients
Short-Term Evaluation Programs (S.T.E.P.)	3 clients
Residential Training	6 clients
Contracted Training	10 clients
Long-Term (none admitted since 1977)	17 clients

Center staff have been actively involved along with groups of concerned citizens from the Bangor area in developing a private Intermediate Care Facility (ICF/MR), a facility for young adults, and six-bed group homes for developmentally disabled children and adults. The Center assists with training and orientation in these homes.

The transitional school program operated by the Center completed its 6th successful year. Graduates from this program continue to move into public school-sponsored classrooms, permitting additional Center residents to participate in this valuable program area. A new program for serving disruptive clients has begun as the result of State needs reflected in the past years; with major building renovations accomplished and fervent staff retraining programs.

Through this school program the residents attend weekly swimming sessions at the YWCA, trips to local restaurants, weekly grocery shopping and food preparation activities, as well as traditional communication, education, and skill training.

The Center has completed its 4th very successful year of an Adaptive Therapeutic Swim Program for over twelve clients. This program has shown marked achievement in improving gross motor coordination and ambulation of several clients. This program also demonstrates a unique and encouraging cooperative effort on the part of the Center and several community agencies.

Activities of note include successful bi-annual staff Re-Orientation weeks, in-service training for Bureau and Center staff, provision of in-house orientation and training, providing and sponsoring community in-services, seminars, and workshops outside the agency, increased Center involvement in public school staff training (The Elizabeth Levinson Center co-sponsored a training program with the University of Maine, Orono, Special Education Department), and planning of several important seminars with UMO for staff dealing with the severely and profoundly retarded client.

This Center continued its involvement in professional education by offering practicum placement for more than fifty students from colleges in the U.S. and Canada. The Center received more than six-hundred (600) visitors during the year, including groups and individuals.

The Center has expanded its kitchen facilities, enabling the provision of nutritionally sound dietary requirements for children, rather than transporting food from outside the Center.

PUBLICATIONS: Free brochures:

Elizabeth Levinson Center Brochure
Service Guide for Volunteers

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	798,540	798,540				
Health Benefits	34,216	34,216				
Retirement	137,330	137,330				
Other Fringe Benefits	2,992	2,992				
Computer Services—State	87	87				
Other Contractual Service	67,670	63,946			3,724	
Rents	1,894	1,883			11	
Commodities	20,635	20,132			503	
Grants—Subsidies—Pensions	33,659	33,659				
Building and Improvement	25,745	25,745				
Equipment	7,359	6,481	878			
Transfers to Other Funds	47				47	
TOTAL EXPENDITURES	1,130,174	1,125,011	878		4,285	

BUREAU OF MENTAL HEALTH

MICHAEL J. DeSISTO, Ph.D., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1959 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 193; *Citation:* 34 M.R.S.A., Sect. 2001

Average Count—All Positions: 1,079.5 *Legislative Count:* 1,125

Organizational Units:

Mental Health Advisory Council
Interstate Compact on Mental Health
Community Support Project

PURPOSE: The Bureau of Mental Health was established to reduce and eliminate personal anguish and suffering, social and economic disruption, and the waste of human potential resulting from mental illness and related disabilities. The Bureau has been responsible for the direction of mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Corrections, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. Mental Health Advisory Council acts in an advisory capacity to the Commissioner in the development of the State Mental Health Plan and in the appointment of the Director of the Bureau of Mental Health.

ORGANIZATION: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine which formerly were administered by the superintendents of the institutions. The Commissioner of Mental Health and Corrections appoints, subject to Personnel Law and with the advice of the Mental Health Advisory Council, the director of the Bureau of Mental Health. Legislation, relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

PROGRAM: The Bureau of Mental Health is primarily engaged in promoting and organizing an effective, integrated, and coordinated comprehensive mental health care system. Over the past ten years this has involved a reduction of the populations of the mental health institutes by two-thirds, and the establishment of a community mental health system in eight regions around the State. This reduction in the level of institutional care has been maintained, with an improvement in the quality of services in the institutes.

Mental Health goals and objectives are contained in the State Mental Health Plan, a five year plan which was published in August 1978, and is updated annually. The Mental Health Advisory Council reviews and advises the Commissioner on the content of the plan. Present goals include maintaining and improving the quality of the comprehensive system, which includes institutional and community components, especially in its ability to serve the chronic mentally ill, children and adolescents, and the elderly. This will be accomplished through the continued cooperation of the various components of the delivery system.

LICENSES, PERMITS, ETC.:

License:

Agencies for the Provision of Mental Health Services

1. Aroostook Mental Health Center
2. Community Health & Counseling Services
3. St. Michael's Center
4. Northeast Occupational Exchange
5. Blue Hill Memorial Hospital, Inc.
6. The Homestead Project, Inc.
7. The Together Place, Inc.
8. Kennebec Valley Mental Health Center
9. Motivational Services, Inc.
10. Kennebec Valley Regional Health Agency
11. Kennebec-Somerset Home Aide Services
12. Crisis and Counseling Centers, Inc.
13. Odyssey House—Maine
14. Tri-County Mental Health Services
15. Elan One Corporation
16. Maine Medical Center
17. Area V Mental Health Board
18. Western Maine Counseling Service
19. Amity Center
20. Shalom House, Inc.
21. Ingraham Volunteers
22. Holy Innocents Home Care Service
23. Community Health Services, Inc.
24. Community Counseling Center
25. Little Brothers Association of Greater Portland
26. The Spurwink School
27. Sweetser Children's Home
28. York County Counseling Services, Inc.
29. Bath-Brunswick Mental Health Association
30. Mid-Coast Mental Health Center

State Mental Health Facilities

Augusta Mental Health Institute
Garrell S. Mullaney, Superintendent
Box 724
Augusta, Maine 04330
Tel. 622-3751

Bangor Mental Health Institute
Patricia Oulton, Superintendent
Box 926
Bangor, Maine 04401
Tel. 947-6581

PUBLICATIONS:

State of Maine Mental Health Plan
Mental Health Plan Annual Review and Progress Report, 1979, 1981
Service Definitions for the Prevention and Treatment of Mental Health Disorders
Mental Health Licensing Review Protocol

Available to interested individuals by contacting:
Bureau of Mental Health
Room 411, State Office Building
Augusta, Maine 04333

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	222,670				222,670	
Health Benefits	7,397				7,397	
Retirement	32,607				32,607	
Other Fringe Benefits	123				123	
Other Contractual Service	6,764,890	6,186,342	4,000		574,548	
Rents	1,370				1,370	
Commodities	2,468				2,468	
Grants—Subsidies—Pensions	667,682	376,452			291,230	
Equipment	4,992				4,992	
Transfers to Other Funds	2,011				2,011	
TOTAL EXPENDITURES	7,706,210	6,562,794	4,000		1,139,416	

BUREAU OF MENTAL RETARDATION

RONALD S. WELCH, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: July 1, 1969 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 197; *Citation:* 34 M.R.S.A., Sect. 2611
Average Count—All Positions: 934 *Legislative Count:* 951.5

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are also available to mentally retarded citizens and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated Statewide program for the mentally retarded. The Bureau also serves as liaison, coordinator and consultant to the several State departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian for mentally retarded citizens in need of this service.

ORGANIZATION: The Bureau of Mental Retardation was established in 1969 and operates with a Director, a Manager of Field Operations, a Manager of Resource Development, a Coordinator of Client Services, a Management Analyst, and clerical support in the central office. The Bureau is responsible for the operation of the Pineland Center located in Pownal, the Elizabeth Levinson Center located in Bangor, and the Aroostook Residential Center located in Presque Isle. The Bureau operates a residential and workshop training center in Freeport. In addition, community mental retardation programs are supported through grants by the Bureau

to private agencies. For purposes of administration, the State has been divided into six regions with Regional Administrators employed in each region. Community social services are also provided in each region to develop and monitor day activity and sheltered workshop programs, boarding and nursing home programs. These regional teams function as a fixed point of referral to assist individuals in obtaining services, to assist agencies in securing finances and developing programs, and to review all cases referred to and from institutions, and to provide direct habilitation services to clients. The Bureau of Mental Retardation also provides an early intervention program for severely disabled infants and children living in Southern Maine at the Infant Development Center located in South Portland.

PROGRAM: Coordinated by the Bureau of Mental Retardation, the Regional Administrators provide technical assistance to various agencies to develop community programs. The Community Social Services staff function as individual advocates and a point of referral to and from the institutions, resulting in a reduction of referrals to the institutions and a reduction in the number of individuals returning to the institution from boarding and nursing homes.

Regional staff people have been working with public and private agencies to fill gaps in services for the mentally retarded on a local basis. The prime emphasis for this year has been to assure that formerly institutionalized persons are provided necessary community services, and that mentally retarded persons do not encounter the risk of unnecessary institutionalization.

LICENSES, PERMITS, ETC.:

Certification of Six Bed Boarding Home for the Mentally Retarded
Quality Assurance Standards for Day Treatment Programs

PUBLICATIONS:

Policies, Rules and Regulations for Protective and Supportive Services
Directory of Programs for Mentally Retarded
Guide to Development of Group Homes
Guide to Development of Foster Homes
Standards for Programs Serving the Mentally Retarded
Pineland Consent Decree (Appendices A&B)
Statutes Governing the Bureau of Mental Retardation
ICF/MR Rules and Regulations Principles of Reimbursement

ALL FREE

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,211,650	2,120,509	2,059		89,082	
Health Benefits	75,463	72,234	73		3,156	
Retirement	327,180	313,652	318		13,210	
Other Fringe Benefits	3,893	3,843			50	
Computer Services—State	1,947	1,947				
Other Contractual Service	709,725	680,251	9,669		19,805	
Rents	74,625	74,425			200	
Commodities	25,375	22,939			2,436	
Grants—Subsidies—Pensions	3,798,536	3,508,871			289,665	
Equipment	10,702	10,102			600	
Transfers to Other Funds	809		75		734	
TOTAL EXPENDITURES	7,239,905	6,808,773	12,194		418,938	

MILITARY AND NAVAL CHILDREN'S HOME

ELIZABETH J. DUNTON, SUPERINTENDENT

Central Office: 103 South Street, Bath
Mail Address: 103 South Street, Bath, Maine 04530
Telephone: 443-4251

Established: February, 1866
Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 209; *Citation:* 34 M.R.S.A., Sect. 2951

Average Count—All Positions: 13
Legislative Count: 13

PURPOSE: The Military and Naval Children's Home is declared to be a state institution, the purpose of which is the shelter and care of children of this State who are in need of it due to one or more of the following reasons: lack of appropriate alternative shelter and care, potential or actual abuse or neglect, or family crisis and upheaval, preference being given to the children of veterans of Maine who have served in the various wars in which the United States has been engaged. Subject to the approval of the Superintendent, a child may be allowed to remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The Military and Children's Home, originally called the Children's Asylum, was founded in 1864, near the close of the Civil War, by Mrs. Sarah Sampson in fulfillment of a promise to provide care for orphaned children of Civil War veterans. It was then located in a small house on Walker Street in Bath and had an enrollment of two children. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. In 1869, the Trustees purchased the current residence on the corner of South and High Streets from William Rogers for $10,000. Due to increased requests for admission from throughout the State, the Legislature, in 1873, granted the Orphan's Association $15,000 and the Home became a dual institution. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare, and in 1939, it was transferred to the Department of Institutional Service which became the Department of Mental Health and Corrections in 1959.

PROGRAM: During FY 82, the average daily number of children in residence at the Military and Naval Children's Home was 15. The children attend the Bath public schools, are active in community programs, go to summer Y camp, have their friends visit, work around the community cutting lawns and generally live as they would in their own homes, except that the family that they are living in is a larger one. The Home and its staff serve as parents and guardians of the children, providing for all their usual needs such as dental care, medical services and everything that a family provides for its children.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY AND NAVAL CHILDREN'S HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	164,870	164,870				
Health Benefits	4,533	4,533				
Retirement	30,024	30,024				
Other Fringe Benefits	699	699				
Other Contractual Service	11,133	11,133				
Commodities	6,581	6,581				
Grants—Subsidies—Pensions	497	497				
Equipment	2,467	2,467				
TOTAL EXPENDITURES	220,804	220,804				

PINELAND CENTER

GEORGE A. ZITNAY, SUPERINTENDENT

Central Office: Pineland Center, Pownal, Maine *Telephone:* 688-4811
Mail Address: Box C, Pownal, Maine 04069

Established: March 6, 1907 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 198; *Citation:* 34 M.R.S.A., Sect. 2632

Average Count—All Positions: 729 *Legislative Count:* 735

Organizational Units:

Residential Services
Program Support Services
Volunteer Services
Personnel
Staff Development
Case Management Service
Medical Support Services
Institutional Support Services
Psychological Services

PURPOSE: Pineland Center, a comprehensive center for the developmentally disabled, provides training, education, treatment and therapeutic care for persons who are mentally retarded. It is part of the comprehensive network of community and institutional services provided by the Bureau of Mental Retardation. All residential admissions to Pineland are in accordance with the Judicial Certification process (Chapter 229, M.R.S.A., §2659-A). Medical Admissions to Benda Hospital, an acute care facility for mentally retarded persons in need of medical or dental treatment (including post-operative care) are made in accordance with §2662 for as long as the specified care is needed. Clients may also be admitted for time-limited stays when in need of Respite Care or Emergency Restraint. The center provides residential and program services, diagnostic and evaluation services, and education and training for staff from Pineland and the community. Pineland offers specialized medical, dental, physical therapy, occupational therapy, communications, recreational, psychological, and summer camping services. Unique genetic counseling services and specialized laboratory facilities are also offered.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble-Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the Department of Institutional Service. In 1957, the School was renamed Pineland Hospital and Training Center. When the Department of Institutional Service became the Department of Mental Health and Corrections in 1959, the center was placed under its Bureau of Mental Health until 1970 when it became part of the Bureau of Mental Retardation. The institution received its present name, Pineland Center, by legislative action in 1973.

PROGRAM: During fiscal year 1981-1982, Pineland Center has been actively developing its own in-house monitoring procedures in order to assure continued compliance with Appendix A, ICF/MR and JCAH standards. During July of 1982 Pineland will participate in the Pilot Survey Program of JCAH. In September of 1981 Pineland was found to be in full compliance of Appendix A and was discharged from the Federal Court. This is a most outstanding achievement as Pineland is the only institution in the nation to have successfully complied with a Court Decree. Steps toward more normal environments continue with the recent opening of two apartment-like group homes and the Valley View Farm. The census remains below 350 residents. The Bureau of Mental Retardation plans to place approximately sixty residents into the community. The census will remain near 320 as individuals with serious behavior disorders and medical problems are admitted for evaluation, stabilization and short-term care. The Commons Building which houses two adult training programs and a leisure center was renamed the Governor James B. Longley Center. Other programs continue to operate at Berman School, the Adult Learning Center, the Geriatric Program, the Open Classroom, Perry Hayden Day Activity Center, Freeport Sheltered Workshop, Soucy Gymnasium and pool. In addition, most residents participate in the Camp Tall Pines summer activity program in Poland

Springs. Residents at all program areas receive the professional services of physical therapy, occupational therapy, communications, and recreation. The Staff Development Department continues to provide in-service training opportunities to the staff. In addition, an Associate Degree program affiliated with the University of Maine is about to see its first class of graduates. An innovative and unique Apprentice program for Mental Retardation Trainers has been developed at Pineland. The initial group of apprentices are completing their first year in the program. Pineland looks forward to initiating another group of apprentices in 1983. In order to assist community-based programs with aggressive clients, Pineland and community BMR representatives are planning and developing a Behavior Stabilization Unit which would be used during a crisis with stays no longer than six weeks.

PUBLICATIONS:

Pineland Center Programs, Services and Information	No Charge
Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction
Appendix "A" Pineland Center Standards	No Charge
Rights of the Retarded (A Summary of the Consent Decree)	No Charge

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PINELAND CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,660,979	9,643,467			17,512	
Health Benefits	393,655	392,829			826	
Retirement	1,684,766	1,682,183			2,583	
Other Fringe Benefits	31,532	31,518			14	
Computer Services—State	2,184	2,184				
Other Contractual Service	752,806	700,642	52,164			
Rents	12,663	11,676	987			
Commodities	285,992	277,809	7,661		522	
Grants—Subsidies—Pensions	291,012	291,012				
Buildings and Improvement	8,791		8,791			
Equipment	57,566	52,337	5,229			
Transfers to Other Funds	437		332		105	
TOTAL EXPENDITURES	13,182,383	13,085,657	75,164		21,562	

DIVISION OF PLANNING (MH & MR)

FRANK SCHILLER, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191P; *Citation:* 34 M.R.S.A., Sect. 262
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The purpose of the Division of Planning is to assist Departmental managers in developing and maintaining programs, plans, policies and procedures which reflect Depart-

mental philosophy in providing an effective, integrated system of services. In fulfilling this purpose, the Division has four major responsibilities:

1. Producing and coordinating Institutional, Bureau and Departmental plans or reports required by State or Federal authorities;
2. Providing ongoing systems development assistance, management information and program evaluation or audit data collection and analysis services;
3. Providing technical assistance in grantsmanship and resource development and in the development, coordination and administration of research projects;
4. Providing staff services to special projects or functions such as council and task force assignments, legislative activities, interdepartmental linkages, state-federal liaison and intradepartmental projects.

ORGANIZATION: The Division of Planning was created in the Department of Mental Health & Corrections in late 1977 with gubernatorial authorization. This development was part of a general Departmental reorganization which also included the creation of an Office of Children's Services.

The Division of Planning is organized into three functional units which parallel its responsibilities, including planning and program development, evaluation and research and information system services. Other special revenues, such as information system resources, and alcoholism treatment resources, are also administered by the Division of Planning as programmatically appropriate.

PROGRAM: Each of the Department's program and administrative units, including the Bureaus of Mental Health and Mental Retardation, Childrens Services and Developmental Disabilities were assisted by staff assignments from the Division of Planning during 1981-82. The Division also entered into activities related to its new primary responsibility for Alcohol Premium projects.

Plan and program development activities include management and planning assistance regarding implementation of mental health and social services block grants; liaison with other State agencies regarding the State Health Plan, the Social Services Plan, Rehab. Facilities Plan and CSA evaluation; assistance and coordination for approval of the 1981-82 Community Support Systems project competitive contract; organization and staffing for a series of ten MH community forums. Division staff provided support for the Governor's Mental Health Advisory Council and the Council's subcommittee on Children's Services; staffing for several MH-Deaf committees; organizational assistance and staffing for the Blaine House Conference on Children and Youth and Conference on Early Intervention for Handicapped Children. The most extensive plan and program development activities involved work with staff of three other State agencies in developing the Legislative Alcohol Premium Law report, with the Legislature's Joint Select Committee and development of Requests for Proposals, contracts and new programs, development of administrative provisions and plans for implementation of approved FY 83 programs.

Research, evaluation and information services activities included a system analysis for redesign and implementation of an automated institution data system; design and implementation of CMHC client reporting provisions; development of computer programs and forms for, as well as processing of, MR caseload data. Division staff also designed and implemented evaluations of new MH demonstration programs and developed, negotiated and submitted a MH-Medicaid research project. Routine activities included compilation of data in response to various studies or requests for information.

PUBLICATIONS:

Dependent upon the supply of printed copies, the following 1981-82 publications are available free of charge:

Maine Mental Health Plan, 1981-86
Maine Mental Health Plan Executive Summary, 1981-86

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

PROGRAM SERVICES DIVISION (MH & MR)

TIMOTHY P. WILSON, ASSOCIATE COMMISSIONER, PROGRAMS

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191S; *Citation:* 34 M.R.S.A., Sect. 1
Average Count—All Positions: 18.5 *Legislative Count:* 15.5

PURPOSE: The position of Associate Commissioner for Programs was created by Legislative action in 1976. In the event of a vacancy in the office of the Commissioner or during his absence or disability, the Associate Commissioner for Programs is responsible for performance of his duties and has the same authority as provided in law for the Commissioner.

Major goals and responsibilities are related to quality assurance and program development aspects of departmental operations. Coordination of legislative activities as well as a broad spectrum of Departmental operations exemplified by activity areas.

ORGANIZATION: In addition to statutory responsibilities, the Associate Commissioner for Programs has been designated by the Commissioner as responsible for operation of the Department's program services division. This includes administrative supervision of Planning, Manpower Development, Developmental Disabilities, Office of Information Services and the Office of Children's Services.

PROGRAM: Through periodic group and individual meetings with the Bureau Directors, program services division and other Departmental personnel, the Associate Commissioner for Programs identified and resolved various departmental operations issues, particular client or program needs and priorities, necessary personnel actions and fiscal issues. Through leadership of a policy committee, the Associate Commissioner created or updated various departmental policies. Through liaison with the Executive Department and other state agencies, leadership, coordination and assistance was provided to departmental personnel and members of the Legislature. As a result, several bills relating to Zoning, Sterilization, Institute Admissions and other issues were adopted as State law.

Site visits to departmental facilities provided increased Central Office and institutional collaboration on program priorities and general administration. The Associate Commissioner for Programs provided coordinated linkage with the legal activities of Assistant Attorney Generals and assistance or coordination of various program development activities.

PUBLICATIONS:

See Planning Division
Manpower Commission Report

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

PUBLIC INFORMATION OFFICE

RALPH LOWE, DIRECTOR OF INFORMATION AND PUBLIC AFFAIRS

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 1911; *Citation:* 34 M.R.S.A., Sect. 1
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The primary responsibility of the Office of Information and Public Affairs is to inform the public and the news media as to policies, practices, decisions and remedial programs available to Maine citizens, and to coordinate the largest public volunteer system in state government. Besides issuing its own informational releases and feature material, the office assists the news media by frank and prompt responses to inquiries, assists the news media in its contacts with departmental decision-makers, advises departmental staff in handling news media requests for information and schedules news conferences and news briefings when departmental actions require public explanation. The office also assists departmental staff in answering questions from the public, legislators and legislative committees, other agencies, consumer groups, advocacy groups, community-based organizations and specialized publications.

The office sponsors a yearly special honors recognition ceremony, involving special citations by the Governor and Commissioner to assure public awareness and appreciation for volunteer hours on behalf of the thousands of clients served by the department. It maintains monthly orientation and strategy meetings with the Volunteer Chiefs in each of the institutions operating under the direction of the department, and is chief consultant to community-based volunteer groups, which support self help for families and friends of the mentally ill, former patients, as well as sponsoring self-help seminars on mental health problems.

Since the department relies on community involvement in implementing its goal of maximum normalization for developmentally disabled citizens, through its Volunteer Services, the office seeks to heighten the sense of community and to develop a cooperative effort among all the peoples of Maine by allowing for the fulfillment of human needs through shared experiences. Volunteer Services works to establish an effective system of voluntary efforts, which supplement and support the ongoing services provided to departmental clients. A myriad of volunteer opportunities exists within the department's institutions and in Maine communities: socialization, recreation, celebration, group projects, religion, administrative, self-help and helping, returning to the community, education, arts/crafts/humanities, advocacy and transportation.

The office creates and distributes bulletins, booklets and brochures describing remedial services of value to the public. In addition, the office assists with the department effort to obtain public opinion and experience relating to its mental health plan, its de-institutional and after-care practices. This is done through liaison with advisory groups, ad-hoc committees, public forums, hearings, seminars. Further, the office assists in alerting the public to departmental legislation, distributes testimony to news media and legislative committee members, helps sponsors with explanatory material and helps monitor legislation which affects the department and the clients in its responsibility.

The office maintains an inter-departmental information function for employees and supervisory people to enhance the sense of cohesiveness and understanding in each unit toward the mutual goal of better mental health care services throughout the mental health-mental retardation-corrections system.

The office provides advice and assistance to the Community Mental Health Centers' informational effort across the state, coordinating private and public sectors in efforts to reach the public with valuable guidance to needed services. The office performs consultant duties with key boards and commissions, including the Governor's Mental Health Advisory Council, The Maine Developmental Disabilities Council, Maine Committee on Problems of the Mentally Retarded, the Pineland Consumer Advisory Board. The office also serves with the Governor's Public Information Advisory Committee.

ORGANIZATION: The Office of Information and Public Affairs is run by a Director of Information and Public Affairs.

PROGRAM: Among the accomplishments of the Office of Information and Public Affairs during FY 82 were many involving statewide implications.

With Mental Health and Mental Retardation becoming a separate department from Corrections, stationary supplies were re-designed and standardized throughout the institutions, regional offices and Central Office so the public would be more readily aware of the unity of the mental health/mental retardation system.

In the latter part of 81, major news conferences were coordinated to bring to public attention: (1) the appointment of Patricia Oulton as Superintendent of Bangor Mental Health Institute and the improved services available at BMHI for citizens of central-northern-eastern Maine; (2) the 2nd annual Dr. William E. Schumacher Distinguished Lecture Series on Mental Health, held in Bangor; (3) the dedication at Pineland of a renovated building offering expanded programs for the mentally handicapped in the name of former Governor James B. Longley; (4) the lifting of U.S. District Court Special Master monitoring of Pineland programs, such relieving of active jurisdiction coming in recognition of accomplishments and improvements and essential compliance with the Court Decree.

FY 82 began with a massive media campaign to make the public aware of mental illness, mental retardation problems and how the public could help to establish more community opportunities for mentally handicapped citizens. Pineland residents actually participated in the creation of the public service announcements.

The Information Office also coordinated the distribution and media coverage of Maine's Mental Health Plan. During the legislative session, the office published Legislative Alert, outlining departmental proposed laws for the understanding of consumer boards and commissions, service agencies, interested citizens and legislators.

The office designed and created a series of distinguished service plaques and certificates to honor volunteer service by private citizens and groups on behalf of the mentally handicapped.

The office again coordinated Volunteer Services Recognition ceremonies in the Hall of Flags at the State House to give statewide public acknowledgement of volunteer efforts, both institutional and community based.

In April, May and June, the office coordinated the media campaign surrounding a statewide series of public community forums on mental health issues.

The Information Office also created a new departmental publication, "REPORT", distributed statewide, to enhance public knowledge and awareness of programs, activities, policies, employee profiles, concerning the total mental health-mental retardation system.

During FY 82, the office continued the distribution of its daily News Summary, edited early each day for key staff, concerning vital issues facing the department and enabling quick response to editorial or citizen criticism or misconception of policy and practice among the divisions within the mental health-mental retardation system.

The office maintained a rotating visual feature board which traveled among the institutions within the department. The informational exhibit highlighted employee activities and helping-the-public-projects involving the employees in the system, to assist in keeping them aware of new ideas and the on-going efforts to provide ever-more effective 24-hour remedial services for the clients and residents charged to the responsibility of the department. Further, the office created Newsboards in Central Office and each institution to enable employees to see the full texts of departmental news releases, statements, letters and memoranda of policy, legislative testimony, announcements, volunteer activities and other significant items relating to the department.

PUBLICATIONS:

Volunteer Services Brochure
"Mental Health: Keep It In Mind" Sticker
Be On Your Guardianship Brochure
Report Magazine
Good Practices Booklet
Mental Health Services Directory
Maine's Licensing Program in Mental Health Pamphlet

Governor's Mental Health Manpower Commission Status Report
Maine Mental Health Plan
Stress Pamphlet
Volunteer Services Booklet—Elizabeth Levinson Center
ALL ARE FREE

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

ANNE HAYES, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1967 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 375; *Citation:* 34 M.R.S.A., Sect. 2613
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the director of the Bureau of Mental Retardation. The Maine Committee on Problems of the Mentally Retarded also gives advice and consent to the Commissioner of the Department of Mental Health and Mental Retardation in the appointment of the Director of the Bureau of Mental Retardation and in the setting of his salary, subject to the approval of the Governor. They also give advice and consent to the Commissioner to appoint and set the salary of the superintendent of Pineland Center.

ORGANIZATION: The Maine Committee on Problems of the Mentally Retarded is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, the President of the Maine Association for Retarded Children, and 9 representative citizens appointed by the Governor, who shall designate a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

PROGRAM: The Maine committee meets on a monthly basis. This committee serves as an advisory committee to the Director of the Bureau of Mental Retardation on such issues as guardianship for mentally retarded persons, legislation to be submitted to the Maine Legislature, policies, programs and services affecting the retarded, budgets, etc.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

MAINE MUNICIPAL BOND BANK

H. DONALD DeMATTEIS, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta
Mail Address: Community Drive, Augusta, Maine 04333
Telephone: 622-9386

Established: 1972
Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 376; *Citation:* 30 M.R.S.A., Sect. 5164

Average Count—All Positions: 2
Legislative Count: 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In October, 1981, a bond offering was issued for $15,025,000 which helped a total of fifteen governmental units finance their capital projects. In May, 1982, another bond offering was issued for $14,415,000 which helped a total of twenty governmental units finance their capital projects. Both issues were rated Aa by Moody's and AA by Standard & Poor. Concurrently, with the bond issues, the Maine Municipal Bond Bank assists governmental units, especially the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1982: The State accounting records for FY 82 do not contain any accounts assigned to this unit. Operating expenses are covered by income from investment of reserve and operating funds.

MUNICIPAL RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 377; *Citation:* 30 M.R.S.A., Sect. 2214
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as Chairman ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association, the State Archivist, and the State Registrar of Vital Statistics. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

PROGRAM: The Board acted upon requests to destroy specified records submitted by various municipalities. In cooperation with the Municipal Records Board, the Maine State Archives provided technical assistance to a number of municipalities. Municipal officers attended the ongoing document restoration workshops conducted by the Maine State Archives.

LICENSES, PERMITS, ETC.:

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Procedures for the disposition of such records have been prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records.*

FINANCES, FISCAL YEAR 1982: 30 MRSA Section 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

BOARD OF DIRECTORS, MAINE MUNICIPAL AND RURAL ELECTRIFICATION COOPERATIVE AGENCY

PHILLIP A. DAVIS, CHAIRPERSON

Central Office: 36 Water Street, Kennebunk, Maine
Mail Address: 36 Water Street, Kennebunk, Maine 04043
Established: September 18, 1981
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 431; *Citation:* 35 M.R.S.A., Sect. 4101
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: According to statute (35 MRSA, Part 8), the purpose of the agency is "to provide a means for...municipalities and rural electric cooperatives to develop an adequate, reliable and economical supply of electric power and energy..."

ORGANIZATION: The agency was established as a political sub-division of the State. Its powers are exercised by a board of directors appointed by the Governor. There are currently ten directors. They include eight representatives of municipal electric cooperatives, one representative of the general public and the Director of the Office of Energy Resources. Officers of the agency include a Chairman, Secretary and Treasurer.

PROGRAM: The agency's board met for the first time in February, 1982 and has met monthly since then. Officers have been elected and by-laws adopted, but the agency's program is, as of this writing, not developed. The board has been researching the experience of similar agencies in other states and seeking to identify viable projects. Several joint power or capacity purchases have been studied.

FINANCES, FISCAL YEAR 1982: This unit did not receive or expend funds.

MUNICIPAL VALUATION APPEALS BOARD

JOHN M. LOCHHEAD, CHAIRMAN
ALICE V. WHITE, Clerk

Central Office: 51 Water Street, Hallowell *Telephone:* 289-2615
Mail Address: Statehouse Sta. #87, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 378; *Citation:* 30 M.R.S.A., Sect. 291
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Valuation Appeals Board was established to hear any municipality deeming itself aggrieved by the State valuation placed on it by the Director of the Bureau of Taxation, provided the municipality files a written notice of appeal within proper time limits, and to raise, lower or sustain the State valuation and render its decision, which may be appealed to the Supreme Court, no later than January fifteenth following the date on which the

appeal is taken. The Board is authorized to administer oaths, take testimony, hold hearings, summon witnesses and subpoena records, files and documents as it deems necessary, and to promulgate rules and regulations governing procedure before it. The Board is also authorized to hear municipalities which are appealing findings by the State Bureau of Taxation that assessing standards and the quality of assessing are below the minimum standards established by the Maine Legislature.

ORGANIZATION: Originally established in 1969, the Municipal Valuation Appeals Board consists of five members appointed by the Governor, for three year terms. One member a former town assessor, one member a former city assessor, two members with prior experience in the appraisal of real estate and personal property, and one member "who shall represent the public." All former assessors and appraisers are required to have had a minimum of five years experience in their field.

PROGRAM: Nine municipalities appealed the proposed 1982 State Valuation during 1981. Six proposed state valuations were sustained by the Board. Three proposed state valuations were reduced by unanimous Board action without hearings following joint requests by the Property Tax Division and the appealing municipalities. One municipality whose proposed state valuation was sustained by the Municipal Valuation Appeals Board has appealed to Superior Court for judgement. There were no appeals by municipalities determined by the Property Tax Division with failure to maintain mandated standards of assessment ratios or assessment quality. In each instance where the State claimed standards had not been maintained, the municipalities agreed to undertake corrective measures. The Board keeps abreast of all Legislation adopted by the Legislature of any changes which would effect the determination of the State Valuation of municipalities by the Property Tax Division. All hearings relating to the 1983 State Valuation will be held at the office of the Municipal Valuation Appeals Board, 51 Water Street, Hallowell, Maine.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL VALUATION APPEALS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	15,421	15,421				
Health Benefits	481	481				
Retirement	1,501	1,501				
Other Fringe Benefits	11	11				
Other Contractual Service	3,130	3,130				
Rents	3,000	3,000				
Commodities	262	262				
TOTAL EXPENDITURES	23,806	23,806				

NEW ENGLAND BOARD OF HIGHER EDUCATION

SENATOR RICHARD PIERCE
CHAIRMAN OF MAINE DELEGATION—
ASSISTANT MAJORITY LEADER, MAINE STATE SENATE
HAROLD RAYNOLDS, JR.
Member of Maine Delegation—Commissioner, DECS

Headquarters Office: 68 Walnut Rd., Wenham, MA. 01984

Established: 1955 *Sunset Review:* Not Established

Maine Delegation Liaison Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2183
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 081; *Citation:* 20 M.R.S.A., Sect. 2752

Average Count—All Positions: 25 *Legislative Count:* 0

PURPOSE: The purposes of the New England Board of Higher Education are to provide greater educational opportunities and services through the establishment and maintenance of a coordinated educational program for the persons residing in the several states of New England parties to this compact, with the aim of furthering higher education in the fields of medicine, dentistry, veterinary medicine, public health and professional, technical, scientific, literary and other fields.

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Commission on Higher Education and the Economy, New England Regional Student Program, New England Council on Higher Education for Nursing (NECHEN), research on selected topics in the allied health professions and in medicine, dentistry, veterinary medicine and nursing, and finally research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 83 is as follows:

Senator Richard Pierce, Assistant Majority Leader, Maine State Senate
(Chairman of the Maine Delegation)

Representative Neil Rolde, York
Representative Nathaniel J. Crowley, Jr., Stockton Springs
Harold Raynolds, Jr., Commissioner of the Department of Educational & Cultural Services
Patrick McCarthy, Chancellor of the University of Maine
Alonzo Garcelon, D.D.S., Augusta
Donna Brown Evans, ED.D., Bangor
Rosalyne Bernstein, Portland

PUBLICATIONS:

Facts about New England Colleges
A compilation of up-to-date commonly used statistics (Free)

Connection
A Quarterly newsletter which is devoted to discussion of major problem areas in the region's higher education community (Free)

New England Regional Student Program Enrollment Report (Free)
New England Residence and Migration Report 1975-1976 (Free)
New England Regional Student Program Offerings (Undergraduate) (Free)
New England Regional Student Program Offerings (Graduate) (Free)
New England Higher Education and the Economy:
Commission Prospectus ($2.00)
Issues Reports ($1.00)
Preliminary Report, A Threat to Excellence ($3.00)
Business and Academia, Hoy and Bernstein ($12.00)
New England's Vital Resource: The Labor Force, Hoy and Bernstein ($12.00)

FINANCES, FISCAL YEAR 1982: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

JOINT SELECT COMMITTEE ON DECOMMISSIONING OF NUCLEAR GENERATION FACILITIES

HAVEN WHITESIDE, LEGISLATIVE ASSISTANT
ROBERT FLEWELLING

Central Office: Statehouse, Augusta, Maine *Telephone:* 289-2486
Mail Address: Statehouse Sta. #13, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 417; *Citation:* P&SL 1979 Chap. 59

PURPOSE: The Committee was formed by the 109th Legislature to study the safe and proper decommissioning of nuclear power generating facilities in Maine, including: the need, available procedures, the cost and methods of financing decommissioning, with a reporting date of December 2, 1981.

ORGANIZATION: Senator Howard Trotsky and Representative Richard Davies are co-chairmen. Members included all members of the Joint Standing Committee on Public Utilities, plus the following: Horace S. Libby, PUC Representative; Elwin Thurlow, Maine Yankee Representative; Alan A. Philbrook and Samuel Humpert, Public Representatives.

PROGRAM: The committee met extensively through the summer and fall of 1981 and completed its work. A final report was submitted to the Legislature in December, recommending legislation (LD 1757) establishing a tax exempt trust fund to cover the cost of decommissioning Maine Yankee. Maine Yankee would make regular payments to the fund to build it up as required by the PUC.

The bill was finally enacted in redrafted form (LD 2124) Public Laws, Chapter 688.

PUBLICATIONS:

Decommissioning of Nuclear Generating Facilities, Report of the Joint Select Committee to the Maine Legislature. (Free from the Office of Legislative Assistants)

FINANCES, FISCAL YEAR 1982: Expenditures in FY 82 are included in the Legislative Account.

(OFFICE OF) COMMISSIONER OF PERSONNEL

DAVID W. BUSTIN, COMMISSIONER

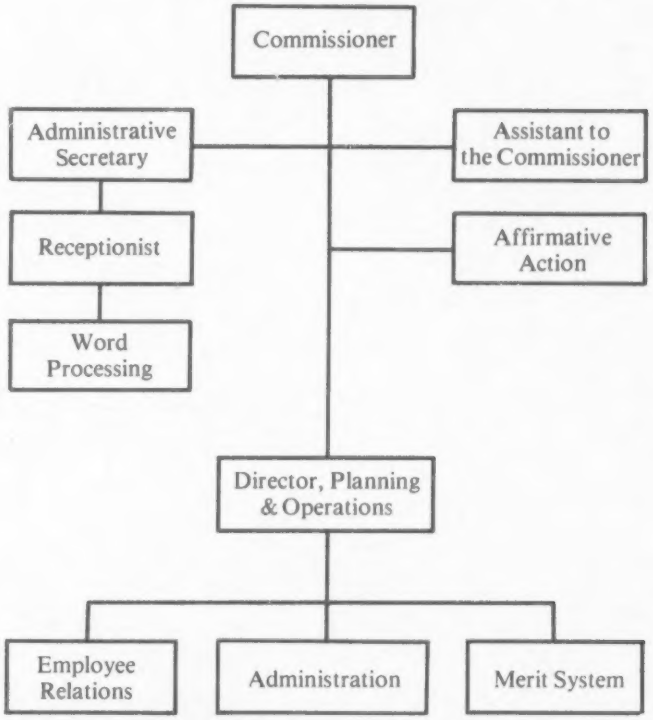
Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1937 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 00; *Umbrella:* 60; *Unit:* 389; *Citation:* 5 M.R.S.A., Sect. 631
Average Count—All Positions: 35 *Legislative Count:* 36
Organization Units:
Merit System Division Administrative Division
Employee Relations Division (See also Governor's Office of Employee Relations unit reported under the Executive Department).

PURPOSE: The (Office of) Commissioner of Personnel was established to promote effective service and economy in the offices and employment of the State; to ensure that positions essentially alike in duties and responsibility are treated alike in pay and other personnel processes; and to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness.

Through the authority vested in the Commissioner of Personnel, the (Office of) Personnel is an independent service agency of State government. The Commissioner, under legislation passed by the 107th Legislature, is empowered to prescribe, amend and enforce rules and regulations having the force of law upon approval of the Governor, relative to: eligible registers; classification of positions in the classified service; compensation plans; examinations for admission to the classified service; provisional, emergency, exceptional and temporary appointments; probationary period; transfer, reinstatement; demotion; suspension, layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; in-service training; service ratings, and certification of payroll. The Commissioner is further empowered to conduct special investigation of any action or condition presumed adverse to, or in violation of, State Personnel Law and the rules and regulations made thereunder.

ORGANIZATION: In 1937, the State's merit system law, statutorily designated as the Personnel Law, was enacted. Patterned after the federal civil service law, it established the foundation for merit system administration in Maine. The Act provided for a three-member State Personnel Board and a Director of Personnel and defined their respective powers, duties and responsibilities. Administration of this law was vested in the Director of Personnel who functioned as head of the Bureau of Personnel within the Department of Finance, and who was appointed by the Board to serve a term at its pleasure. In 1941, the personnel function was removed from the Department of Finance and accorded the status of a separate department, although its authority remained vested in the Director of Personnel. In 1976, the Legislature revised the Personnel

ORGANIZATIONAL CHART
(OFFICE OF) COMMISSIONER OF PERSONNEL
UMB 60



Approved by the Bureau of the Budget

CONDOLIDATED FINANCIAL CHART FOR FY 82
(OFFICE OF) COMMISSIONER OF PERSONNEL

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	545,856	545,856				
Health Benefits	16,546	16,546				
Retirement	99,614	99,614				
Other Fringe Benefits	2,559	2,559				
Computer Services—State	38,577	38,577				
Other Contractual Service	76,530	60,665			15,865	
Rents	3,470	3,470				
Commodities	11,145	9,725			1,420	
Equipment	4,660	—61			4,721	
Transfers to Other Funds	223				223	
TOTAL EXPENDITURES	799,180	776,951			22,229	

Law elevating the Director of Personnel to a commissionership and empowering the Commissioner with major powers and duties formerly the responsibility of the Personnel Board. By statute, the Commissioner is appointed by the Governor, after consultation with the Personnel Board and review by the Joint Standing Committee on State Government. Term of the Commissioner is coterminous with that of the Governor or until a successor has been appointed and qualified.

In January 1981, the Governor placed the Office of Employee Relations under the direction and control of the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

All functions are accomplished through the following divisions:

The Administrative Division is responsible for all business management functions, for coordinating research and information services, and for the maintenance and improvement of administrative processing and information services.

The Merit System Division is responsible for job analysis and maintenance of the classification plan, examination construction and validation, recruitment, application review and evaluation, examination administration, maintenance of registers (job referral lists), administration and revision of Personnel Law and Rules, maintenance of records (manual and automated), collective bargaining advice and support, and review of legislation.

The Employee Relations Division is responsible for the negotiation and administration of contracts, employee relations programs and policies, for representing the state in bargaining unit determinations, prohibitive practice issues and similar proceedings, and for representing the state in Courts of Law.

PROGRAM: FY 1982 marks the 45th year of merit system administration in Maine state government. Since the enactment of merit system legislation in 1937, the (Office of) Commissioner of Personnel and a State Personnel Board have been vested with the authority for its administration. Furthermore, until present day, the purpose of merit system administration remains unchanged—to select, examine, appoint, train and develop a competent and efficient work force to carry out the business of the State of Maine.

Goals and Objectives. The long-range goal of the (Office of) Commissioner of Personnel continues to be to provide a workable, modern, merit-based personnel management system for State agencies. Immediate goals/objectives are to:

1. Continue to evaluate and improve the existing system in terms of its contribution to effective personnel management and employee relations in State agencies;
2. Continue to react promptly to employee concerns and grievances and to improve employee relations in general.
3. Continue and expand training programs for State supervisors and employees and encourage staff development at agency level.
4. Continue development of a classification plan which is documented and referenced to job analysis findings.
5. Continue to explore full and efficient use of electronic data processing.
6. Continue to improve communications with the public, state employees and state agencies.
7. Continue to provide better examination procedures through use of job analysis techniques and content validity models.
8. Continue to adhere to concepts and programs in support of equal employment opportunity and affirmative action in the public service.
9. Continue to explore the "decentralization" of certain personnel functions now performed only by this department.
10. Continue to confer and negotiate in good faith with certified bargaining agents and to make good faith attempts to resolve labor-management issues in a mutually productive manner.

The **Merit System** and **Administrative Divisions** progressed in the design and implementation of automated personnel management systems. The systems improvements enable departmental staff to spend less time in routine processing and more effort in the service, analysis, and management aspects of a large, modern, personnel system.

Automated systems became operational for job analysis and examination analysis, providing for greater consistency overall and rapid survey ability.

An automated applicant tracking system was developed and tested. The system provides

an efficient and accurate vehicle for managing and processing great volumes of information in the state's recruitment and examination process. The system monitors the job relatedness of examinations and it identifies adverse impact on applicant groups of concern in affirmative action efforts. This information makes it possible to establish priorities for examination improvement efforts. The system provides for examination scheduling and notification of test results automatically with minimal staff time required to handle correspondence.

With assistance from Central Computer Services, the office began a major project to revise and automate personnel processing related to individual personnel files and to automate maintenance of registers of eligible candidates for job classifications. The goals of the project are to provide simplified and rapid processing, avoid duplication, provide improved security for records, and provide greater information for manpower management for the (Office of) Commissioner of Personnel and line agencies.

Merit System Division staff committed extraordinary amounts of time to the collective bargaining process including bargaining sessions, mediation, and fact finding hearings. In addition, the division completed its first full year of job reclassification arbitrations required by union contract to be held before an independent arbitrator. The hearings resolved reclassification appeals through a process involving formal sessions four days per month and utilizing two to five personnel analysts in preparing for and carrying out the hearings.

The **State Affirmative Action Coordinator** reports to the Commissioner of Personnel. Through the coordinator's efforts and those of agency personnel and Affirmative Action Officers, the state has continued to work to meet and promote affirmative action and equal opportunity practices. The Annual State Equal Opportunity Statistical Report was completed and submitted to the U.S. Equal Opportunity Commission.

Affirmative action activities were coordinated with the State Affirmative Action Officers' Task Force. A training session on employment of the older worker was held with the resources of the Bureau of Maine's Elderly and the Human Rights Commission. An Equal Employment Opportunity Guide for Employers was developed by the State Affirmative Action Officers' Task Force with the support of the department.

A major personnel rule change was made to increase the number of eligible candidates from which agencies may hire when there is a clear showing of underutilization of a particular group or the examination process appears to have an adverse impact on a particular group. The rule is fundamental in providing the means to achieve equal employment opportunity. Training sessions were held regarding utilization of the affirmative action measure.

The coordinator continued activities in investigating and resolving discrimination complaints; providing counseling to management, employees, and applicants; and assisting agencies in the continued development and implementation of affirmative action plans.

The **Governor's Office of Employee Relations** continued functioning as a division of the (Office of) Commissioner of Personnel. The division administered two new contracts already concluded in the previous year with employees represented by the Maine State Troopers Association and the American Federation of State, County, and Municipal Employees, Council 74. Negotiations with five employee bargaining units represented by the Maine State Employees Association were concluded in April 1982 after prolonged negotiations, mediation, and fact finding.

The division represented the State Board of Education in negotiations with two Vocational Technical Institute bargaining units (faculty and administrators) represented by the Maine Teachers Association. Negotiations which began in January 1981 were concluded in March of 1982.

All employee contracts expire on June 30, 1983.

In carrying out the bargaining process for each employee contract, the division staff worked with the strong support and assistance of management teams from line agencies.

The grievance and arbitration caseload increased significantly during the year and division counsel represented the state in proceedings in Superior Court and in the Law Court.

The division represented the state in proceedings before the Maine Labor Relations Board including several prohibited practice complaints and unit clarification hearings. All petitions determined by the Board to be confidential and not eligible for union representation were appealed by the union concerned, the Maine State Employees Association, to court. The state appealed several positions determined to be eligible for union representation and not confidential.

The division initiated a training program to coordinate, develop, and provide a broad

range of services to state supervisors and managers. Supplemental appropriations added one and one half positions to aid the Training and Education Coordinator build a core program, developed with the assistance of the Bureau of Public Administration of the University of Maine at Orono. A cadre of fifteen staff members from various line agencies has been schooled as trainers to work with the division's training unit. The core program involves training in employee discipline and supervisory skills. Other programs established or being developed include employee orientation, stress management, affirmative action, and special seminars on such topics as workers compensation management and unemployment compensation management.

PUBLICATIONS: The following publications may be obtained through the Department of Personnel:

State of Maine Personnel Rules ($1.50)
Maine Performance Appraisal Program ($7.00)
A Summary of Classes Continuously Open to Application (Free)
How to Apply (Free)
The Oral Exam and You (Free)
RCL (Registration, Certification, Licensure) Guide (Free)
Career Opportunity Bulletins (Free)
Veterans Preference in Maine State Service (Free)
Direct Hire Employment Classifications (Free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) COMMISSIONER OF PERSONNEL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	545,856	545,856				
Health Benefits	16,546	16,546				
Retirement	99,614	99,614				
Other Fringe Benefits	2,559	2,559				
Computer Services—State	38,577	38,577				
Other Contractual Service	76,530	60,665			15,865	
Rents	3,470	3,470				
Commodities	11,145	9,725			1,420	
Equipment	4,660	−61			4,721	
Transfers to Other Funds	223				223	
TOTAL EXPENDITURES	799,180	776,951			22,229	

STATE PERSONNEL BOARD

ANNALEE Z. ROSENBLATT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1937 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 388; *Citation:* 5 M.R.S.A., Sect. 591
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Personnel Board was established in 1937 to administer the state's merit system law, otherwise known as the Personnel Law. The Board was then empowered to

prescribe or amend rules and regulations relative to: eligible registers; classification of positions; compensation plans; examinations for admission to the classified service; provisional, emergency, exception and temporary appointments; probationary period; transfer; reinstatement; demotion; suspension; layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; inservice training; service ratings, certification of payrolls; and enforcement and investigations concerning the state's Personnel Law. In 1975, the 107th Legislature vested these same powers in the Commissioner of Personnel and altered the purpose of the Board to one of deciding appeals of classification and rendering advice to the Commissioner of Personnel relative to the State's personnel system. Effective April 1, 1979, the authority of the Board to hear classification appeals was modified to exclude all appeals filed by employees covered by collective bargaining agreements. Effective January 1, 1982, the 110th Legislature empowered the State Personnel Board to arbitrate grievances between employees and their employing agencies (excluding grievances which are subject to contractual provisions) by making it the administrator of the State Employee Appeals chapter of Personnel Law (5 M.R.S.A., Sections 751-753).

ORGANIZATION: The original Personnel Act of 1937 provided for a three-member Personnel Board and a Director of Personnel, appointed by the Board, in whom was vested the responsibility for the administration of the law. In 1953, the membership of the Board was expanded to five to include an employee's representative and a state department head. A 1975 revision repealed these special membership requirements, making the Board an all-public body comprised of five members, each experienced in personnel relations or management. Appointments to the Board are made by the Governor, with review by the Joint Standing Committee on Labor and confirmation by the Legislature. One member of the Board is designated by the Governor to serve as chairperson. Appointments are for a term of four years or until a successor is appointed and qualified.

PROGRAM: The terms of members of the State Personnel Board and the State Employees Appeals Board expired by statute on December 31, 1981. The functions which had been performed separately by these Boards were merged, and a new Personnel Board was established effective January 1, 1982 to administer these combined functions.

The Personnel Board in effect prior to December 31 met four times. During these meetings the State presented its proposed reclassifications of Departmental Personnel Officer classes, and incumbent employees were provided the opportunity to speak for or against these proposals. After a full review, the Board accepted the State's reclassification package subject to certain modifications it recommended.

The Personnel Board in effect after January 1, 1982 met two times after the appointment of new members. The new Board was informed of (Office of) Commissioner of Personnel goals and objectives and encouraged to take an active role in improving the State's personnel system. Appeals procedures of the former State Personnel and State Employees Appeals Boards were reviewed. The new Board also reviewed current and proposed programs for personnel administration and employee training and heard a reclassification appeal filed by a confidential employee.

PUBLICATIONS: State Personnel Board—*Procedure for Hearing Appeals* (free)—May be obtained through the (Office of) Commissioner of Personnel.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $1,262 in FY 82 and are, by administrative decision, included with those of the (Office of) Commissioner of Personnel.

PLUMBERS' EXAMINING BOARD

DONALD C. HOXIE, EXECUTIVE OFFICER
PHYLLISMAE VIOLETTE, Secretary

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Sunset Termination Scheduled to Start by: June 30, 1982

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 395; *Citation:* 32 M.R.S.A., Sect. 3401

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints in cases of plumbing without a license as well as other related problems.

ORGANIZATION: The Board functions through the Department of Human Services and directly through the Director of the Division of Health Engineering who serves as Executive Officer. The Board consists of the Executive Officer, one Journeyman Plumber, one Master Plumber and a consumer. They attend three meetings a year to go over the upcoming exams and make changes. The exams are now given three times a year, (January, May, & September), therefore, there are at least three meetings a year to discuss and draw up the forthcoming exam. Legislative action has transferred this Board to the Department of Business Regulation effective July 1, 1982.

PROGRAM: It is assumed that by examination and licensing plumbers, a class of artisans will be developed that will result in a reduced health hazard by proper installation of plumbing. In FY 82, three examinations were held for Journeyman and Master Plumbers. A total of 357 persons were examined, 173 passed. During the year there were 319 trainee and 398 apprentices (717 total) registered. Licenses were issued for 78 corporations, 701 Journeyman, and 1164 Master Plumbers. The number of licenses issued from year to year vary, as the licenses for masters and corporations are due in even years and journeyman licenses due in odd years. Three investigations were made for violations, one was prosecuted.

LICENSES, PERMITS, ETC.:

License:
- Corporation
- Journeyman
- Master

Registration:
- Trainee Plumber
- Apprentice

PUBLICATIONS:

List of licensed Master and Journeyman plumbers (free)
Rules and Regulations (free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	39,510		39,510			
Health Benefits	1,537		1,537			
Retirement	5,799		5,799			
Other Fringe Benefits	14		14			
Computer Services—State	836		836			
Other Contractual Service	13,302		13,302			
Rents	1,495		1,495			
Commodities	67		67			
Transfers to Other Funds	39		39			
TOTAL EXPENDITURES	62,599		62,599			

MAINE POTATO QUALITY CONTROL BOARD

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle
Mail Address: 744 Main St., Presque Isle, Maine 04769
Telephone: 769-2711

Established: 1981
Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 304; *Citation:* 7 M.R.S.A., Sect. 1033

Average Count—All Positions: 0
Legislative Count: 0

PURPOSE: The Maine Potato Quality Control Board's purpose is to improve the quality of Maine potatoes; adopt grades for potatoes and identification to be used on consumer packs of potatoes to be packed in Maine bags; to hear and resolve grievances regarding inspections; and to adopt a fee schedule to cover necessary expenses of the board.

ORGANIZATION: The Maine Potato Quality Control Board was created in 1981. The board consists of nine members, of whom one is elected by the Maine Potato Commission; one elected by the Maine Potato Sales Association; one a representative of the department, one appointed by the Governor to represent consumers, and five elected by the Maine Potato Council, one from District No. 1, one from District No. 3, one from District No. 4, and two from District No. 2. Members serve for staggered 2 year terms.

PROGRAM: The Board established grade standards for potatoes packed in bags readily identifiable as originating in Maine ("Maine Bags"). Those grades are superior to the standard US No. 1. The Board also adopted a uniform bag design and in conjunction with the Maine Potato Commission has promoted that package to the trade.

One objective of Quality Control Board activities is to increase the percentage of potatoes inspected. The Board recommended that the Commissioner establish inspection fees for potatoes in the Federal-State Inspection Program at a reduced rate for participants in the Maine Bag Program. This advice was accepted, and a reduction of 4.5 cents per hundredweight was authorized. The regular rate was 11 cents per hundredweight. Late in the season the Board recommended a further 1 cent reduction which was also implemented.

Although the Maine Bag program did not go into effect fully until February 1, 1982, midway through the shipping season, over 70 percent of all potato inspections performed during the 1981-82 season (July-June) were for Maine Bag shipments.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO QUALITY CONTROL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	30,000	30,000				
TOTAL EXPENDITURES	30,000	30,000				

PROBATE LAW REVISION COMMISSION

JOHN B. ROBERTS, CHAIRPERSON
MERLE W. LOPER, CONSULTANT

Central Office: c/o H.D. Osgood, 95 Exchange St., Portland *Telephone:* 773-8013
Mail Address: c/o H.D. Osgood, 95 Exchange Street, Portland, Maine 04010
Established: October 3, 1973 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 403; *Citation:* 1973 P&SL, Chap. 126
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: The new Probate Code was reported to the 109th Legislature in Legislative Document No. 1 which was enacted as Chapter 540, Public Laws of 1979.

ADVISORY COMMITTEE ON MAINE PUBLIC BROADCASTING

EDWARD E. WINCHESTER, General Manager MPBN

Incoming WATS: 1-800-432-7831
Central Office: Alumni Hall, Univ. of Me., Orono *Telephone:* 866-4493
Mail Address: Alumni Hall, Univ. of Me., Orono, Maine 04469
Established: 1963 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 406; *Citation:* 20 M.R.S.A., Sect. 2601
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Committee on Maine Public Broadcasting is rooted in the legislation which established the Maine Public Broadcasting Network. Private and Special Law, Chapter 247, passed by the 100th Legislature, is entitled "An Act Providing for Construction of a Public Broadcasting Network for the State of Maine and the Issuance of not Exceeding One Million Five Hundred Thousand Dollars of State of Maine Bonds for Financing thereof."

PUBLIC BROADCASTING

Section 1 of the act, entitled, "Committee on Public Broadcasting", states "There is created an Advisory Committee on Public Broadcasting for the purpose of facilitating the development of public broadcasting in this State. The Advisory Committee on Maine Public Broadcasting shall consist of seven members to be appointed by the Governor with the advice and consent of the Council"...."One member of the Committee shall be a representative of the State Department of Education, one member of the Committee shall be a representative of the University of Maine, the remaining members shall be citizens of the State of Maine."..."Members of the Committee shall be reimbursed for their actual expenses necessarily incurred in the performance of their duties."

ORGANIZATION: Initially, the Advisory Committee on Maine Public Broadcasting provided the University of Maine Board of Trustees with specific information relating to the construction and development of Maine Public Broadcasting Network (MPBN) facilities. While the Committee's relationship is advisory to the Trustees, the relationship between the Committee and the Trustees exists through MPBN. In recent years the Committee has held a minimum of two meetings per year to evaluate MPBN goals, objectives, programs and projects. The decisions and actions of the Committee are relayed to the University Trustees by the general manager of MPBN.

In addition, the Committee has been designated by the Governor as the coordinating body for State approval of applications to the National Telecommunication and Information Administration of the Department of Commerce for construction of facilities grants under the Public Broadcasting Act.

During the 106th Legislature, the Governor's office recommended that the Committee's role be taken on totally by the University of Maine and that the Committee no longer function. However, the Legislature failed to pass that proposed change. Two changes were made dealing with the Committee's name and power. First, the Committee name was changed from the Committee on Educational Television to the present name. This reflected the latest national terminology, which has substituted the word "public" for "educational" and also recognized the fact that public radio was also a function of MPBN operations. Second, the original legislation gave the Committee powers to advise the "consent" to the Trustees on matters of program transmission. The consent factor constituted an illegal transfer of power under regulations of the Federal Communications Commission, and was therefore dropped.

PROGRAM: The Advisory Committee was not active during FY 82.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Maine Public Broadcasting Network. (See the financial display of the Board of Trustees University of Maine.)

DEPARTMENT OF PUBLIC SAFETY

ARTHUR STILPHEN, COMMISSIONER

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-3801
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219; *Citation:* 25 M.R.S.A., Sect. 2901
Average Count—All Positions: 544 *Legislative Count:* 450

Organizational Units:

Bureau of State Police
Office of the State Fire Marshal
Capitol Security Police
Bureau of Liquor Enforcement
Maine Criminal Justice Academy
Board of Trustees Criminal Justice Academy

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the State Fire Marshal, and the Bureau of Liquor Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions in addition to the Bureau of State Police as he deems necessary.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety. The Vehicle Equipment Safety Commission responsibility was removed to the Department of Transportation in 1972, and a 1973 amendment established the Department's organizational structure.

In 1978 the 108th Legislature added the Bureau of Capitol Security to the organization of the Department. Executive Order 6 Fy 80/81 brought about the Department's present form by transferring responsibility for administering the Highway Safety Program in Maine from the Department of Transportation. Through this Executive initiative, the Bureau of Safety was removed from the Department of Transportation with the Maine Highway Safety Committee reorganized to advise the Department of Public Safety and the Governor on highway safety matters.

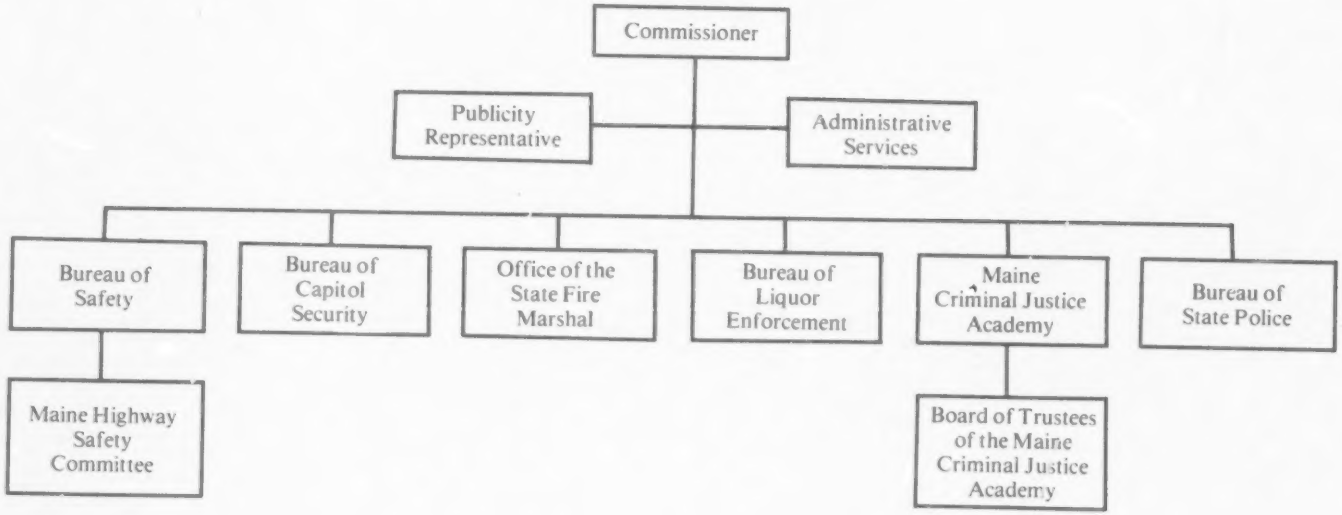
PROGRAM: Other than Administration and the Bureau of Capitol Security, the activities of the Department during FY 82 are discussed in the individual reports of its component agencies.

Administration. Effective with fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment by the Governor of the first civilian Commissioner of the Department of Public Safety. This program included the Commissioner and the Director, Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Personnel, Printing and Audit, as described below:

Finance Office: This office provides accounting and budgetary services to the organizational units of the Department, which include the processing of bills for payment, preparation of purchase orders, maintenance of accounting records and transactions, maintenance of accounts receivable, preparation of bills and charges for services, analysis of expenditures and revenues, preparation of work programs and allotments, maintenance of vehicle accident and industrial accident reports, preparation of financial reports and comparative financial data and the maintenance of capital equipment and real property inventory control records.

Fiscal year 1982 continued the departmental responsibility accounting system in which managers were held accountable for the expenses they incurred in the operation of their respec-

ORGANIZATIONAL CHART
DEPARTMENT OF PUBLIC SAFETY
UMB 16



CONDOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,329,482	823,356	580,776	7,779,697	145,653	
Health Benefits	332,879	29,142	20,693	278,760	4,284	
Retirement	2,853,431	141,810	106,311	2,586,501	18,809	
Other Fringe Benefits	93,943	7,177	5,323	81,280	163	
Computer Services—State	64,135		6,287	54,851	2,997	
Other Contractual Service	2,592,155	370,689	154,718	1,901,977	164,771	
Rents	147,095	264	21,227	125,263	341	
Commodities	366,342	58,257	23,680	273,971	10,434	
Grants—Subsidies—Pensions	1,185,583	127,675		813,765	244,143	
Equipment	818,276	51,316	37,724	485,672	243,564	
Interest—Debt Retirement	100	25		75		
Transfers to Other Funds	214,332		11,257	191,583	11,492	
TOTAL EXPENDITURES	17,997,753	1,609,711	967,996	14,573,395	846,651	

tive units. Greater management involvement and accountability was achieved in budget planning and the periodic review of operational accomplishments through the comparison of actual expenses to budget. In order to assist in this endeavor, the Department utilized a computerized on-line system to record financial transactions more timely and to provide expense and budget reports to managers.

During Fiscal Year 1982, this office continued the development of a computerized fixed asset file to replace manual records and to account for fixed assets by responsibility center. Equipment reports were summarized by computer and submitted to the Bureau of Public Improvements during FY 1982. This effort will continue during FY 83 to include the Bureau of State Police, in order to place greater emphasis on management accountability at the Division and Troop level for capital equipment control and utilization.

Personnel Office: This office administers all procedures for the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations for 524 employees in the Department who comprise 60 different authorized classifications.

During Fiscal Year 1982, this office updated the Department's Affirmative Action Plan to emphasize positive recruitment efforts towards minorities and women. As part of its affirmative action effort, this office completed the project to validate State Police Trooper entrance requirements to include a new written test and work sample physical aptitude test, in addition to more structured examination procedures in medical documentation, oral board and polygraph.

The major accomplishments for FY 82 were: twelve (12) promotions; ninety (90) new hires; forty-eight (48) separations; twenty-two (22) job analyses for new positions and reclassifications/range/changes; thirty-nine (39) out of state travel requests processed; eleven hundred and eighty-nine (1,189) applicant inquiries answered; the completion of the State Police Trooper validation study and the processing of eight hundred sixty-one (861) applicants through the State Police Trooper examination phases, resulting in the commencement of the 36th State Police Training Troop to graduate twenty-eight (28) State Police Cadets; the commencement of a second State Police application examination process with five hundred (500) applicants to be hired in FY 83; four hundred eighty-eight (488) performance appraisals; seventeen (17) grievances and arbitration cases (excluding the Bureau of State Police); and, the completion of the computerized employee roster file and applicant tracking system.

In FY 83 the Personnel Office plans to update promotional registers for the Maine State Police, coordinate the reorganization of the State Fire Marshal's Office and the Maine State Police and accomplish the establishment of new titles for the Bureau of Liquor Enforcement inspector positions to better reflect their duties and responsibilities. The Personnel Office also plans to place more emphasis on training and education opportunities for Department of Public Safety supervisors and employees in work-related subject areas, selection and hiring interviews and affirmative action.

Printing Office: This office provides a full range of in-house printing and graphic arts to Departmental Bureaus and Divisions at the least cost possible.

During Fiscal Year 1982, this office achieved the following operational accomplishments: 2,157,252 impressions; 746,862 copies collated; 601,039 copies stapled; 648,011 copies padded; 165,500 copies bound; 368,680 copies drilled; 220,585 copies folded; 668,893 copies cut; and, 400 layout/design hours. The above production results were realized at an average per impression cost of $.012.

Also during FY 82, this office acquired a used IBM composer in order to augment its typesetting capability and to avoid the substantially higher cost of such outside work.

For Fiscal Year 1983, this office will continue to maintain the lowest possible cost per impression by evaluating printing equipment, procedures and methods in the interest of cost-effectiveness.

Audit: This office is responsible for the audit of all National Highway Traffic Safety Administration projects in the State of Maine in accordance with National Highway Traffic Safety Administration guidelines, the applicable highway safety plan, the HS-1 project contract and the requirements of Office of Management and Budget circulars A-102 and A-87; and, the audit of the Bureau of Safety Planning and Administration function in compliance with Attachment P to Office of Management and Budget circular A-102.

This office was formed as part of the transfer of the Bureau of Safety from the Department of Transportation with the responsibility to conduct professional audits of National Highway Traffic Safety Administration projects and administration functions in the State of Maine.

This office commenced its audit responsibility in November, 1981 to complete the audit of fifty-one (51) projects which were uncompleted at the time the Bureau of Safety transferred to the Department. At the close of FY 82, thirty-six (36) project audits were finalized with the remaining fifteen (15) projects scheduled for audit by November, 1982.

During FY 83, this office plans to undertake the audit of the Bureau of Safety Planning and Administration function in March, 1983, through the services of the current Highway Safety Auditor or an independent accounting firm.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	179,014	59,890		119,124		
Health Benefits	5,470	752		4,718		
Retirement	52,846	11,843		41,003		
Other Fringe Benefits	1,720	322		1,398		
Other Contractual Service	81,216	15,103		66,113		
Commodities	4,357			4,357		
Grants—Subsidies—Pensions	121,299	121,299				
Equipment	12,887	3,971		8,916		
Interest—Debt Retirement	25	25				
Transfers to Other Funds	17,137			17,137		
TOTAL EXPENDITURES	475,971	213,205		262,766		

BUREAU OF CAPITOL SECURITY

DONALD SUITTER

Central Office: State Office Bldg., Augusta *Telephone:* 289-3477
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219C; *Citation:* 25 M.R.S.A., Sect. 2901A
Average Count—All Positions: 12 *Legislative Count:* 12

PURPOSE: The Bureau of Capitol Security is charged with supplying an evacuation plan for the buildings within the Capitol Complex, the control of traffic flow and parking at the Capitol Complex and the AMHI Complex. The Bureau is charged with the securing of buildings and properties during and after the hours of operation and the enforcement of all State Laws and departmental rules and regulations as they pertain to the Capitol Complex and Augusta Mental Health Institute Complex.

ORGANIZATION: The Bureau of Capitol Security was established by the legislature in 1977 as a branch of the department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvements. In its present form the Bureau is made up of an administrative head with the title of Chief, one supervisor (Sergeant), nine security officers, and one Clerk Typist.

PROGRAM: During fiscal year 1982, the Bureau processed over 1,400 complaints, handled 5 major demonstrations, issued 5,000 parking tickets, which generated $3,550.00 to the State's General Fund, responded to 2 bomb threats to various Capitol buildings, investigated 19 automobile accidents. The major objective of the Bureau for fiscal year 1983 is to continue meeting the security needs for the State House Complex and the Augusta Mental Health Institute Complex.

LICENSES, PERMITS, ETC.:
Capitol Area Activity Permit.
And as specified in individual reports

PUBLICATIONS:
Capitol Area Security Regulations.
Rules and Regulations relating to parking on State Property.
And as specified in individual reports

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	149,022	149,022				
Health Benefits	6,148	6,148				
Retirement	22,094	22,094				
Other Fringe Benefits	2,261	2,261				
Other Contractual Service	16,523	16,523				
Commodities	4,105	4,105				
Grants—Subsidies—Pensions	694	694				
Equipment	452	452				
TOTAL EXPENDITURES	201,299	201,299				

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office: 93 Silver Street, Waterville *Telephone:* 289-2788
Mail Address: 93 Silver Street, Waterville, Maine 04901
Established: 1973 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 228; *Citation:* 25 M.R.S.A., Sect. 2801
Average Count—All Positions: 16 *Legislative Count:* 14

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and correction personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioner, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesigned Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY 82 the Trustees certified 139 Law Enforcement Officers, 134 Correction Officers and 175 Reserve Officers. They also waived 9 law enforcement and 2 corrections training requirements. The "Board" certified 5 courses of instruction and issued 23 Instructor Certificates. They recognized 9 Chiefs and Sheriffs who met the required experience, training, and education for Executive Certification. The Academy sponsored 115 specialized and refresher in-service courses that were conducted to approximately 2,729 law enforcement and correction officers. Also during FY 82 outside agencies utilized the Academy's facilities with 2,008 persons in attendance.

LICENSES, PERMITS, ETC.:

Doppler Traffic Radar Certificate
Intoxilyzer Operation Certificate

PUBLICATIONS:

Administrative Provisions Manual
Reserve Officer Training Manual
Newsletter
Catalog

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	250,963	226,053	420		24,490	
Health Benefits	9,304	8,926			378	
Retirement	36,531	34,485			2,046	
Other Fringe Benefits	460	372			88	
Computer Services—State	312				312	
Other Contractual Service	199,693	145,167	7,608		36,918	
Rents	350	264	57		29	
Commodities	59,564	46,236	12,413		915	
Grants—Subsidies—Pensions	86	123			—37	
Equipment	1,581		380		1,201	
Transfers to Other Funds	3,012		1,201		1,811	
TOTAL EXPENDITURES	561,856	461,626	32,079		68,151	

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

MARY LOUISE SMITH, CHAIRMAN

Central Office: 93 Silver Street, Waterville
Mail Address: 93 Silver Street, Waterville, Maine 04901
Telephone: 289-2788

Established: 1969
Sunset Review Required by: June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 227; *Citation:* 25 M.R.S.A., Sect. 2802

Average Count—All Positions: 0
Legislative Count: 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and correction officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees consists of 13 members as follows: the Commissioner of Public Safety, the Attorney General, and the Commissioner of Mental Health and Corrections, all ex officio; and the following members who are appointed by the Governor: a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen and a municipal officer. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise the day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.:

Basic Certificate (full-time law enforcement/correction personnel)
Chief/Sheriff Certification
Instructor Certification
Course Certification
Reserve Officer Certification

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Maine Criminal Justice Academy.

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL
HARRY B. ROLLINS, Asst. State Fire Marshal

Central Office: 99 Western Ave., Augusta *Telephone:* 289-2481
Mail Address: Statehouse Sta. #52, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 224; *Citation:* 25 M.R.S.A., Sect. 2396

Average Count—All Positions: 30 *Legislative Count:* 0

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims, resulting from set fires. The last four and a half decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority have broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of the State Fire Marshal. The office now provides five full time fire investigators, four of its members transferred from the State Police. These four trooper detectives are teamed with experienced fire investigators, the operation of these teams continues to be most successful.

The Fire Marshal's Office, in response to increased inspectional needs by Resource Development of the Department of Human Services, employed two Fire Safety Surveyors whose sole responsibility is the inspection of child boarding homes, adult foster homes, three types of day care facilities, and two classes of nursery schools. These employees are responsible to the Supervisor of Patient Care Facilities. This patient care section continues to inspect hospitals, nursing homes, and homes for patient care facilities for Federal as well as life safety requirements.

The plans review section of the Office of the State Fire Marshal is assigned one full time Plans Examiner who works closely with the design and construction professions to insure that all new construction and major renovations in institutional, educational, and assembly facilities comply with the various State Codes. The remaining field personnel of the Office of the State Fire Marshal are active on a daily basis in conducting inspections of various types of occupancies and are responsible for fire investigations within their district.

PROGRAM: The Office of State Fire Marshal, at the request of several legislators, drafted legislation to control the materials and construction of chimneys, fireplaces, vents and solid fuel burning appliances. The office supported the bill during its passage through the legislature.

The Fire Marshal's Office, along with other State agencies, continued to provide public education in wood burning safety and the importance of maintenance of smoke detectors. These programs continued to inform the public and make them aware of the hazards and dangers associated with burning wood and unvented portable kerosene heaters.

The Criminal Justice Academy, in cooperation with the Fire Marshal's Office, continued to provide training at the Criminal Justice Academy on the team approach to fire and arson investigation. Participating communities sent a member from their fire departments and the police departments. These students were trained as a team to provide and respond to fire investigations in their communities.

The Maine Fire Incident Reporting System, with the installation of the data entry terminal and printer, has reduced the backlog of incidents and will be entering current data early in FY 82-83.

During FY 81-82, the Fire Marshal's Office initiated an enforcement program in the many existing wood frame two-story hotels in the State. Legislation passed in 1978 required these facilities to be equipped with early warning fire detection systems by July 1, 1981. Prior to the effective date of the Act, assistance teams worked throughout the State advising hotel owners of the requirements of the new law and assisted, when needed, with the design of the systems. In July 1981, enforcement teams worked throughout the State and identified 32 facilities which had not complied and court action was undertaken.

Analysis of data at the Fire Marshal's Office indicates that set fires failed to increase at the rate of prior years. Fire investigators conducted fewer investigations than in the past. This decrease, to some extent, reflects the work being done by municipal teams. The inspectors/investigators continue to update their skills and current techniques in fire investigations as well as providing training in local fire departments on the responsibility of the fire fighter in arson detection.

The number of plans checked by the Plan Review Section of the Fire Marshal's Office reflected a slight increase of the previous year; however, the Plans Examiner still spends time in the field checking on those projects for which a permit was issued.

The Patient Care Section initiated the new Federally designed Fire Safety Evaluation System for patient care facilities throughout the State. This is a weighted system where numerical values provide credits for alternative safety measures and is projected over time to correct the deficiencies in all facilities now operating under waivers. The Supervisor of the section has been given additional responsibilities for the inspection of penal institutions at the municipal, county, and State levels as well as the safety inspections for those facilities in the alcohol and drug rehabilitation program. This section continues to provide evacuation planning and staff training at hospitals and nursing homes throughout the State.

In the calendar year 1981, Maine experienced 31 fire deaths. This figure is the lowest number of fatals occurring in any year since records were kept by the Fire Marshal's Office starting in 1945.

LICENSES, PERMITS, ETC.:

License:

Traveling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
Theaters & Motion Picture Houses.
Motor Vehicle Racing.
Fireworks Display.
Fireworks, Competent Operator.

Permit:

Construction Permits & Plans Review.
Explosives, Transportation & Storage.
Flammable Liquids, Above & Underground.
Fire Prevention Building Code.

PUBLICATIONS:

Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).
Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).
Rules and Regulations Governing Storage and Display of Fireworks (No Fee).
Rules and Regulations Governing the Proper Operation of Mechanical Rides (No Fee).

Rules and Regulations Governing the Tents, and Equipment of Circuses and Traveling Amusement Shows (No Fee).
Rules and Regulations Relating To Structures Used By The Public As Spectators During Motor Vehicle Racing (No Fee).
1981 Edition of Life Safety Code ($9.25 per copy).
1980 NFPA #211 Standards for Chimneys, Fire Places, Vents, and Solid Fuel Burning Appliances ($6.00 per copy)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	510,257		510,257			
Health Benefits	18,023		18,023			
Retirement	96,568		96,568			
Other Fringe Benefits	5,162		5,162			
Computer Services—State	7,131		6,287		844	
Other Contractual Service	109,897		106,666		3,231	
Rents	14,068		14,068			
Commodities	11,317		11,265		52	
Equipment	37,056		37,056			
Transfers to Other Funds	8,601		8,552		49	
TOTAL EXPENDITURES	818,080		813,904		4,176	

MAINE HIGHWAY SAFETY COMMITTEE

ARTHUR A. STILPHEN, ACTING CHAIRMAN
ALBERT L. GODFREY, SR., Governor's Highway Safety Representative

Central Office: 36 Hospital Street, Augusta; *Floor:* 2 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1957 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 256; *Citation:* 25 M.R.S.A., Sect. 2902
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Highway Safety Committee is established to advise the Commissioner of Public Safety on those matters relating to highway safety. The Committee serves as a liason between the Maine Department of Public Safety, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of a greater mutual understanding of the total highway safety effort.

ORGANIZATION: The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Gover-

nor. The Maine Highway Safety Committee was re-established administratively in 1974 to consist of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner. The 110th Maine Legislature enacted new legislation in 1981 which transferred the Committee to the Department of Public Safety with members again appointed by the Governor. The duties, however, remain the same.

PROGRAM: The Maine Highway Safety Committee program involves regular meetings of the entire committee usually held on a quarterly basis. The Committee is further broken down into sub-committees on Defensive Driving, Public Information and Education, Motorcycle and Moped, Alcohol Control, Legislative, Bicycle, Safety Belt, Signing, and Local Safety which also work together on a regular basis and report back to meetings of the entire Committee. Major objectives for the year have been to try to assist in lowering the rate of alcochol-related accidents, promoting of more frequent eye testing, promoting of seat belt usage, increasing of public information activities, and promoting of motorcycle helmet usage. The Committee in planning for fiscal year 83, has selected alcohol control, alcohol and drug education, judicial review, defensive driving course, safety belt usage, local safety council establishment, legislative activities, and public information as major areas of concern.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $200 in FY 82 and are, by administrative decision, included with those of the Department of Public Safety.

STATE BUREAU OF IDENTIFICATION

ALLAN H. WEEKS, CHIEF, STATE POLICE
ROBERT E. WAGNER, JR., Director

Central Office: 36 Hospital Street, Augusta
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Telephone: 289-2297

Established: 1937
Sunset Review Required by: June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 223; *Citation:* 25 M.R.S.A. Sect. 1541

Average Count-All Positions: 11
Legislative Count: 11

PURPOSE: The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies on fingerprint forms and other forms provided, under rules adopted in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: receiving and classifying incoming fingerprint cards; answering criminal record inquiries; and maintaining the following files: master criminal fingerprint file, criminal record folder file, criminal mug file, court abstract file, and related files (Soundex, etc.).

Services from this Bureau are statewide to all elements of the Criminal Justice System and authorized persons and organizations. They are nationwide to all other authorized agencies.

In 1974 by Legislative Act the Uniform Crime Reporting Program was added to State Bureau of Identification.

The goal of the State Bureau of Identification UCR Division is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, legislature, other governmental officials, and the public as to the nature of the crime problem in Maine—its magnitude and its trends; to provide law enforcement administrators with

criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the seven Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, disposition of persons charged and police employee strength data.

ORGANIZATION: The Director of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Director has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

Presently SBI is composed of three divisions consisting of the Identification Division, the Uniform Crime Reporting Division, and the State Police Criminal Investigation Records Division which was added administratively. Each division has specific duties and all divisions are subject to specific laws affecting their operation.

PROGRAM: The Identification Section has the responsibility and the authority to collect fingerprint cards and other Criminal History Record Information (CHRI) from all criminal justice agencies within the State in order to create and preserve appropriate criminal history data. This section also has the responsibility for the timely and appropriate dissemination of this data to criminal justice agencies and others upon proper request for the data.

SBI in April retained a consultant to review the current operation system in SBI and to review the possibility of an automated Master Name Index (MNI). The MNI is a computerized listing of all individuals who have CHRI on file within SBI. The on-site consultant made several recommendations to improve the operation of the Identification Section and most of these have been implemented. A comprehensive operational manual was developed and made available. The major task of the consultant was the Master Name Index plan that had to allow for future expansion to include all criminal history record information on file. The foundation for an operational MNI is in place along with the hardware to support the implementation. Budget constraints, present work loads and lack of additional personnel have slowed the operational phase of the MNI.

In October of 1981 a fee system was set up for the release of criminal history record information (CHRI) to non-criminal justice agencies and individuals. A change in the dissemination law of CHRI (conviction data only) "to any person for any reason" increased the work volume and necessitated the fee system.

Another SBI record change involved the Title 12 records of the Department of Inland Fisheries and Wildlife and the Marine Resources Department. Since both of these agencies must maintain their own record system for Title 12 offenses and to avoid unnecessary duplication of these records, these Departments will be the repository for these offenses respectively. Any agency wanting Title 12 offenses may go directly to these Departments for this information. Over a short period of time all Title 12 offenses in SBI will be phased out of the files.

A continued liaison is maintained by the Director with all contributing agencies in order to maintain and improve the record system. Training is provided when necessary to agencies in the proper submission of prints and records and in all subjects related to the storage and use of criminal history record information. The Maine freedom of Access Law (1 MRSA § 401) vs. the Maine Criminal History Record Information (Privacy and Security) Law continues to be a problem for some agencies necessitating an ongoing training program.

Specific activities in the Identification Division for 1981 include 4,663 fingerprint cards received; 3,002 fingerprint cards classified and searched; 5,031 final dispositions or additional records received; 3,578 out-of-state records received and processed; 35,939 inquiries checked and responded to; 25,086 Court Abstracts received and filed; and 14,686 preparations of mail were made.

National laws and plans are expected to have a large impact on the activities of SBI in the future. The so called (III) Interstate Identification Index, a nationwide system for exchanging criminal history information, is already in the testing stages.

The concept of the Interstate Identification Index (III) is a decentralized criminal history system containing personal descriptors and state and federal identification numbers, which serve as a "pointer" for directing inquiries to state in which an offender's record is held. There would be no duplication of records at the national level, and states would retain reasonable control over the dissemination of their records. Inquiries would be handled by the state operated National Law Enforcement Telecommunications Network (NLETS).

The implementation of this system would make SBI the focal point of all incoming and outgoing CHRI in the State of Maine eventually.

In 1976, State Police Criminal Investigative Records were assigned as a unit of SBI.

Initial complaint reports of the investigations by the Maine State Police are filed in this unit with follow-up reports later on.

Upon receipt of the reports, they are coded according to a number formula based upon the complaint number, number assigned town and county, crime code number, officer's code number, month and year. Cross filing of the complaints are made by complainant, respondent, victim, witness, and injured or deceased.

All reports are microfilmed after a three-year interval and stored on microfilm cassettes. Any report on microfilm cassettes can be recalled and reprinted automatically, as necessary.

This section deals with confidential investigative records. Every effort is made to cooperate with persons or agencies with vested interests in information on file as permitted by Departmental policy. Principal inquiries are from insurance companies verifying claims, as indicated by statistics attached to this report.

In October 1981 a fee system was adopted as allowed by existing legislation and all non-criminal agencies requesting information and verifications from the investigative files are charged five dollars. This money is to cover administrative and clerical work necessary to supply the information.

Specific activities of this Division in 1981 included 5,566 criminal cases filed, 3,913 continuation reports filed, 9,771 index cards files, 405 insurance requests received, 4,397 cases microfilmed and 10,000 cards microfilmed and purged from the name card file.

Uniform Crime Reporting is mandated by Maine law, Title 25, MRSA § 1453 amended, and requires the full cooperation of all Maine Law Enforcement Agencies. The UCR unit was established in 1974 and functions under the Maine Department of Public Safety, Maine State Police, State Bureau of Identification.

Crime data is collected on all Part I Crime Offenses (murder, rape, robbery, assault, burglary, larceny and motor vehicle theft) and continues to improve in value as increased data is added to the rapidly expanding data bank. Data is also collected on specially designed forms providing the data bank with information on the age, sex and race of persons arrested for criminal violations in both Part 1 and Part 2 crime classes; description and values of property stolen and recovered; crime locations, time of offenses; methods of crimes; employee data, assaults on police officers and other supplemental, meaningful data.

All data is computerized monthly, and comprehensive reports on crime are developed, printed, and distributed to the Governor, legislators, contributors and related criminal justice agencies. Quarterly computer printouts of crime data, showing monthly data and year-to-date data on a comparison by month and year basis are mailed out to each contributor automatically. In 1982, a publication entitled "Crime in Maine" was printed and released. This annual publication was for the period January-December 1981.

Beginning with data collected on May 1, 1979, the UCR program was changed to include arson data as an Index Offense. This important change was mandated to the F.B.I. by the U.S. Congress and was subsequently merged into the individual state UCR systems. With assistance through the U.S. Law Enforcement Assistance Agency in the form of a federal grant, new forms were designed and printed; computer programming was amended to include arson data, and all contributors were trained and informed in correct reporting procedure.

On July 3, 1980, a new law, Chapter 677 of the Public Laws of 1979, enacted as amended by the 109th Legislature, became effective.

This new law deals with domestic violence between household and/or family members and provides impacting changes in both the Civil and Criminal Law. Provisions within the new law, 19 MRSA § 770 (1) require each law enforcement agency to report all incidents of abuse by

adults of family or household members to the Uniform Crime Reporting Unit of the State Bureau of Identification on forms provided. Because of the suddenness of the law's effective enactment data, forms, instructions, tally books, etc. were hastily prepared and distributed to all contributing agencies by the UCR staff. In addition, the UCR Supervisor, accompanied by personnel from the Attorney General's Office participated in 21 special training courses dealing with the new law during the month of July. More than 1,000 police officers and clerks were trained in these regional schools.

Activities of the UCR Unit include printing, distribution, collecting and monitoring of all UCR forms for 150 agencies reporting on a monthly basis. Technical assistance in the field and a constant training program (2,000 personnel trained to date) are necessary for an effective program.

PUBLICATIONS:

Crime in Maine 1981

Limited copies of this publication are available after meeting state requirements and are available free to interested citizens while the supply lasts. In-house copies are available for review or to answer specific inquiries on criminal statistics. Inquiry may be made by telephone or a personal visit to the State Bureau of Identification, UCR Division, 36 Hospital Street, Augusta, Maine.

FINANCES, FISCAL YEAR 1982: 25 M.R.S.A., Section 1541 provides that expenditures of this unit shall be borne by the Bureau of State Police and are, therefore, included in its financial display.

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

Central Office: 10 Water Street, Augusta *Telephone:* 289-3571
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 226; *Citation:* 25 M.R.S.A., Sect. 2902
Average Count—All Positions: 22 *Legislative Count:* 22

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor enforcement officers who work under the direction of the chief enforcement officer and an assigned supervisor, but normally acts independently in the field. Each officer is responsible for the conduct of approximately 200 liquor outlets within his designated territory. The officer is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Field inspectors spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. Furthermore officers of the Bureau give presentations on Maine Liquor Laws and Commission's Rules and Regulations to holders of liquor licenses and their employees, to aid in the prevention of violations and to prevent possession of intoxicating liquor by persons under the age of 20 years, as well as many other violations. In the course of work, an officer has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

ORGANIZATION: The Maine Liquor Commission was established by the Legislature in 1933 with liquor enforcement under its control. In 1947, the liquor enforcement division was placed under the State Personnel Law, which forced prospective officers to take State examinations in order to be eligible for enforcement positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by a liquor enforcment officer II with the rank of sergeant.

In 1977 full arrest powers for any offense committed in the presence of a liquor enforcement officer were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas with regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field officers monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

PROGRAM: The Bureau has continued to hold meetings with licensees and their employees throughout the State. This program has not only been informative to licensees and their employees but has brought an awareness to the Bureau of the problems facing license holders throughout the State.

Warning Systems. The Bureau issued 405 written warnings during FY 82 for minor infractions of the liquor laws and the Commission's rules and regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 82 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Throughout the year the Bureau conducted a total of 2,385 licensee premise inspections; and a total of 10,748 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 1,415 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY 82 a total of 331 violations against licensed premises were cited before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is $49,188 with 174 license suspension days. As a result of criminal citations in Maine Courts, $27,729 was paid in fines thus total fines amounted to $76,917 for FY 82.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

Instructors. The Bureau to date has four (4) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These four individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

Increased Manpower. At present the Bureau consists of a Director, 19 Field Inspectors, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 3,500 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.—1 A.M. and on Sundays 12 Noon—1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating

liquor with intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentation and closer working relationships with the Maine liquor licensee holders. Part of the presentation given is the identification of false identification cards. The Bureau believes the method to combat this offense is the delegation of more authority to stop vehicles through the use of blue light and siren, the prescribed safety devices used by all other law enforcement agencies.

Illegal Importation. On January 1, 1978, it became law for people to return beer and soda containers. The Bureau of Liquor Enforcement has been conducting a study in regards to an increase in importation of beer into the State. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY 82 the number of agency stores in the State of Maine rose to 55. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	385,710	385,710				
Health Benefits	13,316	13,316				
Retirement	73,388	73,388				
Other Fringe Benefits	4,222	4,222				
Other Contractual Service	52,437	52,437				
Commodities	7,319	7,319				
Grants—Subsidies—Pensions	5,559	5,559				
Equipment	45,426	45,426				
TOTAL EXPENDITURES	587,377	587,377				

BUREAU OF SAFETY

ALBERT L. GODFREY, SR., DIRECTOR

Central Office: 36 Hospital Street, Augusta; *Floor:* 2 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: December 13, 1980 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219S; *Citation:* Exec. Order 6 FY 81

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The current Bureau of Safety was created by Executive Order to be responsible for the state's highway safety program and was authorized to: develop, and implement a process for obtaining information about the highway safety programs administered by other state and local agencies; provide and facilitate the provision of technical assistance to other State Agencies and political subdivisions to develop highway safety programs; and provide financial and technical assistance to other State Agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION: The Bureau of Safety was originally initiated in the Department of Transportation in 1974 and during an organizational change to provide more effective and efficient government was placed within the Department of Public Safety in December, 1980.

PROGRAM: The Bureau of Safety's major objective is the planning, development, implementation, and evaluation of the Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. To this end the Bureau is involved in a working relationship with other State agencies, County, and Municipal agencies. Activities in this area include but are not limited to, motor vehicle occupant restraints, child restraints, 55 MPH Enforcement, local speed enforcement, enforcement training programs, alcohol countermeasures, emergency medical services, driver testing and licensing, driver training, motor vehicle inspection, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, and traffic engineering services. These activities involved the Bureau as relates to providing financial and technical assistance in these programs.

The Bureau also directs the Defensive Driving program in the State of Maine. Other activities involve work in accident reconstruction and related highway safety activities.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	151,357			53,890	97,467	
Health Benefits	4,909			1,630	3,279	
Retirement	22,209			8,471	13,738	
Other Fringe Benefits	101			68	33	
Computer Services—State	196			24	172	
Other Contractual Service	260,509	140,407		32,582	87,520	
Rents	312				312	
Commodities	6,936			3,633	3,303	
Grants—Subsidies—Pensions	244,180				244,180	
Equipment	63,629			—16,205	79,834	
Transfers to Other Funds	14,410			5,715	8,695	
TOTAL EXPENDITURES	768,748	140,407		89,808	538,533	

BUREAU OF STATE POLICE

COL. ALLAN H. WEEKS, CHIEF
LT. COL. ALBERT T. JAMISON, Deputy Chief

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2155
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1925 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 222; *Citation:* 25 M.R.S.A., Sect. 1501

Average Count—All Positions: 453 *Legislative Count:* 400

Organizational Units: Field Divisions
Office of Planning and Research
Personnel and Training
Crime Laboratory
Support Services
Special Services
Radio Repair
Public Information Office
Traffic Division
Criminal Division
Organized Crime Unit
Data Processing
Communications

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,600 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.14 million annual motor vehicle inspections.

Criminal Investigation is another facet of State Police work which concerns itself with investigating all crimes and criminal complaints brought to the attention of the Bureau of authorities, with special emphasis on homicides and narcotic and drug related cases. The Bureau of Identification is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriffs' departments. In 1931 a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years, the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

For operational purposes, the State is divided into three field divisions, each under the direction of a Captain. These divisions are comprised of a total of eight troops located throughout the State. Patrol officers assigned to these troops provide law enforcement services throughout the rural areas of the State including accident investigation, and enforcing motor vehicle and criminal statutes.

PROGRAM: The program of the Bureau of State Police is illustrated through the activities of the component divisions.

Support Services. This function is under the direction of a State Police Captain who is responsible for coordinating the activities and assuring the proficiency of all units in the Division. These include the Traffic & Safety Division, State Police Crime Laboratory, State Bureau of Identification, State Police Personnel and Training, Radio and Teletype Communications, Radio Maintenance, Beano and Games of Chance, Licensing of Private Investigators and Security Guards, Computer Utilization and Data Processing, Planning & Research, and Traffic Programs.

State Police Personnel and Training. The validation of selection standards for State Police Trooper applicants was completed during 1982. Some 800 applicants were tested, 35 applicants were selected to attend the State Police School at the Maine Criminal Justice Academy commencing February 15, 1982. Twenty-eight (28) recruits graduated from the Academy on June 4, 1982. The recruits were assigned to rural patrol areas throughout the State.

Supervisory officers were selected to attend the New England State Police Administrators Compact (NESPAC) Non-Commissioned Officers Academy. The two-week training program took place at various State Police training facilities throughout New England.

Sworn and Civilian personnel were provided Cardiopulmonary Resuscitation and Emergency Cardiac Care Training.

Two programs that continued during the year were the Law Enforcement Recruitment Program for Women and Minorities and the Law Enforcement Orientation Program for senior high school students. The recruitment program resulted in thirty-eight (38) women attending the three-day session at the Maine Criminal Justice Academy. The Orientation Program, sponsored by the American Legion, had 25 and 24 students attending respectively.

The Office of Planning & Research. This Office is primarily concerned with providing management support at the administrative and operational levels. This is accomplished through participation in development of both immediate and long range departmental goals based upon demands for services, available resources, and projections of future needs. The Office continuously maintains contact with similar units throughout the country in order to keep abreast of the latest technology available in the Criminal Justice field.

The Office of Planning & Research is also responsible for program development in numerous areas plus the coordination and administration of Federal Grants affecting the Department.

Major activities during this past year included, but were not limited to: several projects which contained enhancing agency data processing efforts; acquired three specialized enforcement vehicles to impact operating under the influence and acquired state of the art communications equipment for the State Police Airwing. The office also updated job descriptions for several positions; participated in validation of entry level Trooper material, and took part in the creation of a proposed reorganizational plan for the Bureau of State Police.

Traffic Division. Traffic Division has the responsibility for the administration and enforcement of the Motor Vehicle Inspection Program, the statewide Truck Weight/Size Program and recently the 110th Maine Legislature through legislation cited as the "Maine Highway Transportation Reform Act" transferred from MPUC to the Bureau of State Police, the licensing and regulation of for-hire carriers of freight and passengers. This responsibility is under the Traffic Division and is referred to as Motor Carrier Section. The Air Wing Enforcement Program is under the direction of the Division as well as the Accident Report Section. The Division maintains files on junkyard licenses, Department of Transportation construction area permits, size and weight regulations and registration requirements of other states. Personnel within the Division are assigned speaking engagements throughout the State providing information on motor vehicle and pedestrian safety.

The Office of Traffic Programs has been dissolved into the Traffic Division. The functions such as planning, training and statistics have become functions allocated to all uniformed segments of the Division. This was prompted by a reorganization and relocation of administrative personnel that will be completed in early 1982. All data entry and a majority of the statistical functions have been reassigned within the Department of Public Safety.

Training activities have taken a greater dimension as the Division has been assigned statewide responsibility for all law enforcement training in the following areas:

- Maine Motor Vehicle Law (T29 MRSA)
- Motor Vehicle Inspection

- •Truck Weight Enforcement
- •Motor Carrier Enforcement
- •Fuel Tax Enforcement
- •Accident Investigation
- •Accident Reconstruction
- •Operating Under the Influence
- •Breath Alcohol Testing Systems and Operator Certification
- •Speed Measuring Systems and Operator Certification

Public Information. The Public Information Office is responsible for planning, directing/coordinating, assisting in the implementation of, and evaluating public information activities and programs. The Public Information Officer (Director, Public Information) advises the Commissioner, Chief and staff on public information matters that should be brought to their attention, and provides counseling and instruction to the staff and field personnel.

Although all State Police officers are authorized to make news releases on routine matters, the Public Information Officer serves as spokesman for major crimes or other serious news events when it is necessary to assist the investigating officer. On call 24-hours a day, the Public Information Officer maintains liaison with the news media.

During 1981, the Office disseminated 91 news releases to the print and/or broadcast media. The Public Information Officer served as spokesman in 272 instances. Broadcast public service announcements were scripted and/or produced to make the public more aware of the following: (Radio) O.U.I., Bicycle Safety, Burglary Prevention, Motor Vehicle Inspection, Independence Day Safety, Seat Belt Safety and O.U.I. Labor Day Weekend Safety, School Opens, Fire Prevention Week, State Police Toll Free Numbers, Drinking and Driving, Christmas Fire Safety, Woodburning Stoves, Winter Road Safety, Highway Safety (Drinking) and State Police Recruiting; (Television) Graduation and Drinking, and Drunk Driving—done in cooperation with the Maine Highway Safety Committee, State Police Recruiting, and O.U.I. & Teens. There were 20 press, 39 radio/television and one magainze interview, 16 press and 22 radio/television features.

In addition, the Office completed and edited the annual report, updated Departmental publications and the Maine Print and Broadcast Media booklet, and published the employee newsletter. The Public Information Officer provided counsel and assistance to the Governor's O.U.I. Public Information Task Force, the Maine Bureau of Civil Emergency Preparedness and the Maine Chiefs of Police Association. He was a participatory member of the Governor's Public Information Advisory Committee and instructed News Media Relations at the Maine Criminal Justice Academy.

Division of Radio Maintenance: The Maine State Police Division of Radio Maintenance is responsible for all the technical support, installation, modifications and maintenance for over 20 State, Federal and semi-public agencies. The Division routinely maintains over 1700 pieces of electronic and two-way radio equipment.

It is the only state agency that maintains mobile radios for automobiles, watercraft and aircraft; handheld portable radios, one-way pagers and encoders, base, control and repeater stations, microwave stations and traffic enforcement radars. Included in the maintenance responsibilities are approximately 250 citizens band radios and numerous pieces of electronic surveillance equipment.

Radio Maintenance maintains similarly equipped shops at Houlton, Orono, Augusta and Scarborough State Police facilities. There are technicians assigned to each with one technician on call 24 hours a day for emergencies. These technicians installed/removed over 200 mobile radios and made 1377 repairs to electronic equipment during 1981. Over 9250 man hours were expended in all forms of maintenance and travel with 27% devoted to smaller agencies and 73% to the Maine State Police. For these smaller, but equally vital agencies, this maintenance provides considerable savings over private contractual maintenance.

Below are some of the activities our division accomplished in 1981.

- —Designed and built hostage negotiating devices
- —Designed and built surveillance devices
- —Designed and built an 8 channel portable base station
- —Microwave control of Cook Hill repeater site
- —Major frequency change for Troop F, Houlton
- —Licensed/renewed 64 stations
- —Modified 33 new radars to meet new Federal specifications
- —Installed two new repeater sites for Inland Fisheries and Wildlife

Criminal Investigative Division. Prior to the new concept of the Criminal Investigative Division, all major criminal offenses were investigated by the Bureau of Criminal Investigation within the Maine State Police. The Bureau was established in 1955 so that uniformed personnel could continue to perform their patrol functions; to insure complete and factual investigation of criminal complaints by investigators with specialized training (with a special emphasis on homicide); and to provide an official clearing agency for investigations available to all enforcement agencies within and outside the State of Maine. Additional duties include informing the Chief and the Deputy Chief of criminal activity within the State and the issuance of all permits to out of state residents to carry concealed weapons, licensing private investigators and licensing polygraph operators.

Polygraph: Polygraph examinations are designed to determine truth or deception when subject is asked questions about his or her knowledge, participation and/or complicity in an illegal act. Each of the three Criminal Investigation Divisions (CID) has one modern multichannel polygraph instrument and three examination sites. There are five polygraph examiners, three of whom are stationed in Augusta, one in Scarboro and one in Aroostook County.

The Polygraph Examiners also conduct examinations on an appointment basis for Federal, State, County and municipal departments. All types of crimes are covered by polygraph examinations from homicide to motor vehicle.

In FY 80 the Criminal Investigative Division (CID) was restructed to include three divisions, which encompass the south, central, and northern portions of state respectively. Each division coincides with the present conceptual breakdown of the field divisions. Each CID is commanded by a Lieutenant who in turn reports to the Field Division Commander of his particular division, a State Police Captain. The overall activity of the Criminal Investigative Division is coordinated and administered to by the Deputy Chief and State Police Lieutenant Colonel. Furthermore, it has been concluded that the realignment of the CID's with the field division, along with a common administrator for both criminal and field (patrol) forces within each division gives way for a more efficient overall operation for both units.

In addition to its general function, CID maintains liaison with the Investigative Division attached to the Office of the Attorney General (for investigation of homicides and other major crimes) and with other agencies to avoid duplication of efforts with relation to time and manpower in a particular case.

Crime Laboratory. The Maine State Police Crime Laboratory, located at State Police Headquarters, and under the command of a Lieutenant, functions as a support service to law enforcement personnel in many areas. Crime scene processing is its major responsibility, however, its other capabilities include, but are not limited to, developing and printing of photographs related to criminal or accident investigations, the comparison of latent prints lifted at the scene of a crime with the prints of a given suspect; firearms identification and tool mark comparison; restoration of serial number of stolen vehicles or other items; serological examinations of blood, semen, and other body fluids; identification cards for members of State agencies; processing of persons arrested on a large-scale basis, instruction of State, county and local police officers in laboratory procedures; and expert testimony in court.

The following is a breakdown of the major activities during the past year as performed by the Crime Lab.

Court Appearances:

221 Total Hours
56 Av. hours per man

Crime Scene Processing

54 Total Number
14 Average per man

314 Total Hours
79 average hours per man

Fingerprinting:

Cases	*State Police*	*Other Agencies*	*Hours*
	108	159	1,140
Firearms Cases	50	66	559
Gunpowder Residue	12	12	53
Serial No. Restoration	3	4	34

Toolmark	1	5	37
Serology (6 months)	33	39	406
Hair & Fiber (6 months)	23	35	279
Items Examined (Serology, Hair & Fibers)	802		
Film Processed:	*Rolls*	*Prints*	
35 MM VPS	1,237	14,124	
35 B&W	42	246	
2¼ Color	203	578	
2¼ Black & White	8	78	
35 slides	37	164	
4 x 5's	119	56	
Special Projects	84	578	
TOTAL	1,730	15,824	

Communications Division. The Maine State Police Communications Division, located at State Police Headquarters in Augusta, functions as a support service on a twenty-four (24) hour basis. Its primary responsibilities include, but are not limited to: act as a receiving point for complaints from the public on traffic accidents and reported crimes and provide information to the public as well as various permits; to record pertinent data of and make assignments to investigate these complaints and motor vehicle accidents; to relay police type information to the police community through general broadcasts over the police radio system; to act as the State Control Terminal through a computer interface with the National Crime Information Center (NCIC) in Washington, D.C.; to ensure proper, accurate, timely and complete records into NCIC, and to conduct periodic validations of all records entered by the police agencies in Maine; to act as the State Control Terminal through a computer interface with the National Law Enforcement Telecommunications Systems (NLETS) for the transmission of messages between states; to operate and maintain a computerized message switch for the transmission of police type messages throughout the state and nation; to provide general information and direction to the public upon request; to act as the State Warning Point for the National Warning System; and to seek information for and assist all units on the radio system in any way possible, so they might be more effective in accomplishing their tasks. In addition to providing radio dispatch for the Department of Public Safety, the Communications Division dispatches for the Department of Inland Fisheries and Wildlife, the Department of Marine Resources, the Department of Mental Health and Corrections, the Attorney Generals Office, as well as several other state and federal agencies.

The Maine State Police teletype communications have progressed to a computerized message switching system with instant contact with all police agencies nationwide. Through this computerized message switch, which processes approximately three (3) million messages per year, the seventy-five (75) terminals operated by police agencies about the State have immediate access to National Crime Information Center Files, causing 1.2 checks every minute, National Law Enforcement Telecommunications System for sending messages to other states DMV files and criminal records checks (1 message every 3 minutes), Maine Division of Motor Vehicle files (1.8 times every minute) and the Maine Wanted and Missing Persons files (1 every 2 minutes).

Organized Crime Unit. The Organized Crime Unit, consists of Criminal Intelligence, General Investigative and Auto Theft, Attorney General and Executive Secretary, Arson, Anti-Smuggling and two (2) Drug Units.

The following is a summary of O.C.U. activities.

Criminal Investigation Unit: C.I.U. investigated 144 cases (non auto theft); of these 104 remain open, 4 await trial, 1 awaits grand jury action, 1 is a closed civil recovery, 34 were closed (5 with convictions—29 referred to other agencies or closed as unfounded). C.I.U. received inquiries from law enforcement agencies from throughout the United States requesting criminal record checks, specific background information with regard to ongoing criminal investigations, and/or information indicating that persons and/or firms from within the State of Maine are actively engaged in criminal activity outside the State of Maine. These inquiries have resulted in investigations which have identified persons and/or firms engaging in criminal activity utilizing the State of Maine as a residence and/or base of operation.

Auto Theft: Auto Theft assisted by C.I.U., A.G. and Drug Unit officers investigated 131 auto theft related cases (include V.I.N. verification for the Department of Motor Vehicles.) In addition, 36 cases in other categories were investigated. Of these, 11 remain open, 5 await trial, 2 were closed with theft convictions, 124 were closed with no prosecution or referred to other agencies. Recoveries totalled $161,845.00. In addition, assists to other agencies, speaking engagements and other non case report activity totalled 154.

Attorney General and Executive Secretary: Attorney General and Executive Secretary investigated 90 cases (non auto theft); of these 36 remain open, 8 await trial, 46 were closed as no bills or unfounded. Stolen property recovered and restitution totalled $21,275.00. In addition to security provided by the Security Detail, the Attorney General investigators provided security in various areas in 131 instances. Assists to other agencies, escorts, speaking engagements and other non case report activity totalled 127.

Arson: Arson in conjunction with State Fire Marshall personnel, investigated 153 cases; of these 62 remain open, 36 await trial or Grand Jury, 91 were closed. Assists to other agencies, escorts, speaking engagements and other non case report activity totalled 231.

Drug Unit North and South: Drug Unit North and South investigated 457 cases; of these 496 people are either pending prosecution or have been prosecuted. As a result, $26,680.00 in cash and $44,700.00 in motor vehicles and weapons are pending civil forfeiture proceedings. $1,003.00 has been returned to the general fund as restitution in drugs cases and $620,170.00 in stolen property has been recovered. In addition, $1,500,000.00 in illegal drugs have been removed from circulation within the state.

Special Services. The Division of Special Services is comprised of personnel who are normally assigned to other duties. These officers are cross trained in areas of specialization in order to provide professional response to unique situations not encountered on a routine basis. Included in this Division are the Underwater Recovery Unit; Hazardous Materials, Anti-Sniper Squad, Civil Confrontation Response, Air Search and Rescue, Hostage Negotiations, Special Equipment and the K-9 Unit.

During 1980 four German Shepards and their handlers underwent specialized training and were incorporated into the State Police K-9 Unit. These dogs and handlers have been instrumental in lost persons and evidence recovery and are continually trained on a monthly basis.

Due to the degree of success enjoyed by the State Police K-9 Unit, the original complement of 4 Handler/dog teams is currently being expanded in order that K-9 services may be provided over a wider area.

Extensive training was continued during 1981, for the tactical team in the area of search and rescue, barricaded felons, and hostage negotiations.

The Underwater Recovery Unit is comprised of trained divers certified in Cardiovascular Pulmonary Resuscitation and Advanced Underwater Search and Recovery. Diving services are provided for State Police cases as well as those initiated by other enforcement agencies. The scope of activities performed by this unit range from recovery of evidence in criminal cases to retrieval of drowning victims.

Licenses.

Beano and Games of Chance: The Licensing Section of the Maine State Police is responsible for the enforcement, licensing and administration of over 770 Beano and Games of Chance organizations statewide. It also maintains close and effective cooperation with other law enforcement agencies. Routine inspections of licensed games are made as frequently as possible with all complaints fully investigated. Over 500 written information requests answered yearly, plus over a thousand information requests.

Summary of enforcement activities for fiscal year 1981-82 included, but were not limited to:

2785 Administrative Hours
68 Court Hours
272 Investigations (Complaints) for a total of 839 hours
245 Premise Inspections for a total of 425 hours
79 Special workshops or audits for a total of 162 hours
41 New application investigations for a total of 79 hours

The above resulted in 308 warnings and 26 arrests.

Summary of Licensing activities for fiscal year 1981-82.

Beano and Bingo

1. Total Beano organizations licensed—423
2. Total number of Beano licenses issued—3818
3. Total revenue received by State of Maine from license fees—$29,644.00
4. Total operating expenses for 1981-82 year—$31,584.11
5. NO surplus from Beano license fees for 1981-82 year—(Deficit of $1,940.11).

Games of Chance

1. Total Games of Chance organizations licensed—348
2. Total number of Games of Chance licenses issued—5032
3. Distributors licensed—7
4. Total revenue received by State of Maine from Games of Chance license fees—$90,122.00
5. Total operating expenses for 1981-82 year—$85,749.60
6. Surplus from Games of Chance licenses for 1981-82 year—$4,372.40
7. Combined surplus from Beano and Games of Chance license fees to State of Maine General Fund account for 1981-82 year—$2,432.29.

Firearm Permits—6 Ex Felon Permits—$150.
154 Non Resident Permits—$2,310.00

Private Investigators—14 ID cards
11 new PS
44 Renew PS
10 API
27 PI New
89 PI Renew

LICENSES, PERMITS, ETC.:
License:

BEANO—GAMES OF CHANCE—Private Investigators, Security Guards and Weapon Licensing

The Department reviews applications and, upon qualification issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards in Title 32, Section 3761-3783.

PUBLICATIONS:

Laws, Rules and Regulations Relating to Games of Chance (Free)
Laws, Rules and Regulations Relating to Beano (Free)
Motor Vehicle Inspection Manual ($3.00)
Personal Property Record & Inventory (Free)
Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
Maine—As Strong As Her People (Free)
The Maine Department of Public Safety (Free)
The Maine State Police "Annual Report" (Free)
Private Investigator (Free)
Private Security Guard (Free)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,703,159	2,681	70,099	7,606,683	23,696	
Health Benefits	275,709		2,670	272,412	627	
Retirement	2,549,795		9,743	2,537,027	3,025	
Other Fringe Benefits	80,017		161	79,814	42	
Computer Services—State	56,496			54,827	1,669	
Other Contractual Service	1,871,880	1,052	30,444	1,803,282	37,102	
Rents	132,365		7,102	125,263		
Commodities	272,744	597	2	265,981	6,164	
Grants—Subsidies—Pensions	813,763			813,765		
Equipment	657,245	1,467	288	492,961	162,529	
Interest—Debt Retirement	75			75		
Transfers to Other Funds	171,172		1,504	168,731	937	
TOTAL EXPENDITURES	14,584,422	5,797	122,013	14,220,821	235,791	

VEHICLE EQUIPMENT SAFETY COMMISSION

ARTHUR A. STILPHEN, STATE OF MAINE COMMISSIONER
ALBERT L. GODFREY, SR., DIRECTOR, BUREAU OF SAFETY, ALTERNATE COMMISSIONER

Central Office: 36 Hospital Street, Augusta; *Floor:* 2 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1963 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 432; *Citation:* 29 M.R.S.A., Sect. 1513
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Vehicle Equipment Safety Commission, an agency of the party states, is established to promote uniformity in regulation of and standards for equipment. Secure uniformity of law and administrative practice in vehicular regulation and related safety standards to permit incorporation of desirable equipment changes in vehicles in the interest of greater traffic safety is another function. A further responsibility is the provision of means for encouragement and utilization of research which will facilitate the achievement of the foregoing purposes.

Each party state obligates itself to give due consideration to any and all rules, regulations and codes issued by the Commission and hereby declares its policy and intent to be the promotion of uniformity in the laws of the several party states relating to equipment.

ORGANIZATION: The Vehicle Equipment Safety Commission is an agency of the party states. The Commission is composed of one commissioner from each party state. A commissioner may provide for the discharge of his duties and the performance of his functions on the Commission either for the duration of his membership or any lesser period of time by an alternate.

PROGRAM: The Vehicle Equipment Safety Commission on the national level was very active during 1982. At the state level input was provided both to request opinions as to proper safety equipment and to provide this State's opinion as to how national safety standards should be formulated. By being a member party, state opportunity is provided for local input into national rulemaking.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

PUBLIC TRANSPORTATION ADVISORY COMMITTEE

DAVID WHITTER, TRANSPORTATION PLANNING, CHAIRMAN
WILLIAM F. FERNALD, DIRECTOR, BUREAU OF TRANSPORTATION SERVICES

Central Office: Transportation Bldg., Augusta, Maine *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 21, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 363; *Citation:* 23 M.R.S.A., Sect. 4209
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Public Transportation Advisory Committee was created to assist and advise the Commissioner of Transportation in the development and maintenance of effective, low-cost public transportation service throughout the state.

ORGANIZATION: The Committee was established June 21, 1979, by emergency legislation. The Commissioner of Transportation appoints not more than 17 members, consisting of representatives of state agencies involving public transportation, low income, elderly, and handicapped residents who utilize public transportation, and private transit operators in the service.

PROGRAM: The Advisory Committee met three times during the preceding year and elected a chairman and vice-chairman. It has conducted a review and provided comments upon the program developed by the Bureau of Transportation Services. It issues no licenses and produces no publications.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Department of Transportation.

PUBLIC UTILITIES COMMISSION

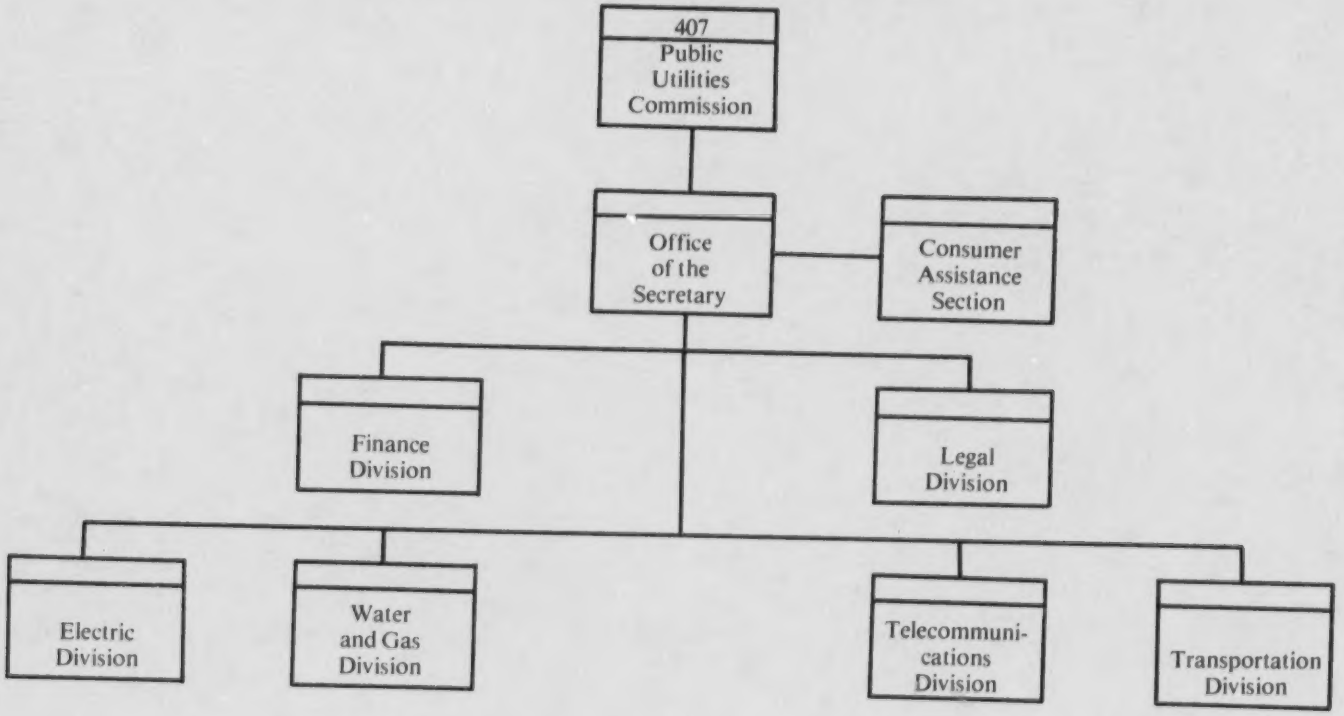
RALPH H. GELDER, CHAIRMAN
LINCOLN SMITH, COMMISSIONER
DIANTHA CARRIGAN, COMMISSIONER
CHARLES G. ROUNDY, SECRETARY

Central Office: 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2 *Telephone:* 289-3831
Mail Address: Statehouse Sta. #18, Augusta, Maine 04333-0018
Established: 1913 *Sunset Termination Scheduled to Start by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 65; *Unit:* 407; *Citation:* 35 M.R.S.A., Sect. 1
Average Count—All Positions: 55 *Legislative Count:* 32

Organizational Units:
Finance Division
Water and Gas Division
Secretary's Office
Electric Division
Telecommunications Division
Legal Division

PURPOSE: The Public Utilities Commission's mission is to protect the public by ensuring that utilities operating in the State of Maine render adequate and reliable service to the public at rates which are reasonable and just. The Commission is a quasi-judicial body which sits as a judicial forum on cases involving rates, service, financing, and other activities of the various

ORGANIZATIONAL CHART
PUBLIC UTILITIES COMMISSION
UMB 65



Approved by Bureau of Budget

CONDOLIDATED FINANCIAL CHART FOR FY 82
PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,176,242	468,8[illegible]	370,744	321,468	15,205	
Health Benefits	32,828	12,925	11,142	8,328	433	
Retirement	164,789	70,042	41,865	50,649	2,233	
Other Fringe Benefits	2,551	391	1,076	1,080	4	
Other Contractual Service	506,502	68,707	150,770	53,445	233,580	
Rents	20,040	7,250	2,354	9,437	999	
Commodities	17,081	4,421	8,547	3,890	223	
Equipment	27,581	3,527	260	21,599	2,195	
Transfers to Other Funds	76,000		36,172	24,058	15,770	
TOTAL EXPENDITURES	2,023,614	636,088	622,930	493,954	270,642	

utilities it regulates. The Commission presently has jurisdiction over 150 water utilities, 17 electric utilities, 2 gas utilities, 25 telephone and telegraph utilities, 1 water carrier, and limited aspects of radio common carriers.

The Commission is divided into six operating divisions with respective powers and duties as follows:

Secretary's Office. This Division is responsible for planning, organizing and directing the work of the Administrative Division of the Commission. This office also works closely with the Commissioners in policy development and execution, coordination of inter-divisional work, and development and implementation of operational priorities. Part of the Secretary's Office is the Consumer Assistance Section which receives, analyzes and responds to complaints from Maine utility customers.

Electric Division. This Division regulates 15 electric utilities in Maine, involving over one-half million meters; prepares engineering cross-examination in pending cases involving electric rate increases, service complaints, line extensions, etc.; conducts on-site investigations of electrical accidents involving loss of human lives; investigates, resolves, and confers with utilities on customers' complaints of a technical nature involving billing, service, line extensions, etc.; prepares and reviews cost allocations, depreciation studies, rate studies, etc.; testifies as expert witnesses in contested hearings; reviews plans of major electric construction projects; inspects utility plants on a sample basis to assure safe maintenance and operating procedures; reviews and revises rules and standards of service for electric utilities, reviews utility performance reporting, fuel clauses, and cogeneration rates using computer modeling techniques.

Legal Division. The Commission Legal Division is responsible for legal advocacy before federal and state courts and agencies. It provides examiners and legal advisors in cases before the Public Utilities Commission and assists in preparing and presenting the Commission views on legislative proposals. Complete legal services are provided by the Division on all legal aspects of the matters within the Commission's jurisdiction.

Finance Division. This Division is responsible for conducting financial investigations and analysis of specific telephone, electric, gas, and water utilities, and for conducting general financial studies of and other research about Maine utilities. The Division analyzes all applications of public utilities to issue stocks, bonds, or notes. In addition, the Division prepares testimony and other material concerning rate of return and/or cost of capital for rate hearings and may prepare material concerning rate base, expenses, depreciation, and rate design, as well. The Division prepares questions to be used on cross-examination on accounting and finance matters, presents direct testimony, and evaluates rate case exhibits as requested.

Telecommunications Division. This Division regulates 25 telephone utilities in Maine; prepares engineering cross-examination in pending cases involving telephone rate increases, service complaints, line extensions, etc.; investigates, resolves, and confers with respective utilities on customer complaints of a technical nature involving equipment, service, line extensions, etc.; prepares and reviews cost allocations, separations, settlements, depreciation studies, rate studies, etc.; testifies as expert witnesses in contested hearings; reviews plans of major telephone construction projects; inspects utility plants on a sample basis to assure adequate maintenance and operating procedures; reviews and revises rules and standards of service for telephone utilities.

Water and Gas Division. This Division regulates 148 water and 2 gas utilities in Maine, and some related activities involving water resources. The Division analyzes and evaluates rate case exhibits; prepares engineering cross-examination and testifies as expert witnesses in rate proceedings. It prepares and reviews cost allocations and rate studies; conducts conferences with utilities and the public; recommends and advises regarding service standards and rules and regulations of water and gas utilities; reviews plans and specifications on all major water and gas utility construction projects; conducts on-site inspection of water system improvements; advises regarding water main extension and system improvements; inspects gas pipelines to insure safety operations; and conducts on-site investigations of gas explosions and accidents.

ORGANIZATION: Transportation Division. Pursuant to Chapter 469 of the Public Laws of 1981, the Commission's jurisdiction over for-hire freight and passenger surface transportation was removed and transferred to the Bureau of State Police and the Department of Transportation, effective January 1, 1982. The personnel in the Commission's Transportation Division were accordingly reassigned to other departments. Under Chapter 174 of the Private and Special Laws of 1963, the Commission retains jurisdiction over the transportation of

passengers and property for compensation by vessel in Casco Bay.

The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and imposed and conferred upon the Public Utilities Commission all powers vested in that Board as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for-hire over any street or highway in Maine. Pursuant to Chapter 469 of the Public Laws of 1981, the Commission's jurisdiction over for-hire freight and passenger surface transportation was removed and transferred to the Bureau of State Police and the Department of Transportation, effective January 1, 1982. Under Chapter 174 of the Private and Special Laws of 1963, the Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay. The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Legislative Committee having jurisdiction over public utilities and to confirmation by the Legislature, for terms of six years. One member is designated by the Governor as Chairman, and all three members devote full time to their duties.

PROGRAM: The Commission had a full regulatory docket during the fiscal year 1981-1982. Particularly noteworthy cases include:

Investigation of Rates of Largest Electric Utilities: Investigations into the rates of Maine's three largest electric utilities, Central Maine Power Company, Bangor Hydro-Electric Company, and Maine Public Service Company, were conducted during the fiscal year. Significant rate design issues with respect to the two largest electric utilities, Central Maine Power Company and Bangor Hydro-Electric Company, are expected to be decided before the end of 1982. The Commission also, will conclude its current investigation of Maine Public Service Company's power supply planning, including investment in Seabrook, before the end of 1982.

Maine Yankee Atomic Power Company: The Commission intervened in Maine Yankee's application to the Federal Energy Regulatory Commission to increase its rates to cover the anticipated cost of decommissioning its atomic power station in Wiscasset. The Commission argued that FERC should act consistently with the Maine Nuclear Decommissioning Financing Act (Chapter 688 of the Public Laws of 1982). The case is now pending decision by FERC. In a separate action the Commission authorized Maine Yankee to increase its outside financing, but expressed concern about future permanent financing by Maine Yankee.

Investigation of Rates of New England Telephone and Telegraph Company: On May 11, 1982, the Commission dismissed NET's request to increase its annual revenues by $21.6 million, because the Company failed to prove the reasonableness of the increase. In 1981 Commission attorneys briefed and argued NET's appeal to the Supreme Judicial Court of Maine from the Commission's rate decision denying $25.2 million of a requested $39.5 million rate increase. On July 6, 1982, the Court upheld substantially all of the Commission's decision, remanding the case on only two issues with an additional rate impact of about $1.5 million. NET filed for an increase in annual revenues of about $50 million.

Consumer Assistance Division: During the fiscal year the Commission's Consumer Assistance Division processed 4,463 complaints from utility customers and 899 requests for disconnection by electric utilities under the Winter Disconnection Rule. Investigations of customer complaints by the Division resulted in refunds of $40,712 to customers.

Rulemaking: Rulemaking proceedings were concluded during the fiscal year which adopted filing requirements for rate cases and repromulgated with modifications the Commission's rules on fuel adjustment charges for electric utilities and on sales of electricity to utilities by small power producers and cogenerators.

Legislative Changes: Significant legislative changes during the fiscal year which affect the Public Utilities Commission include:

1) The reduction of Commissioners' terms from seven years to six years and the staggering of appointments to the Commission.

2) The prohibition on a utility's filing of general increases in rates within one year of a prior filing.

3) The requirement that corporate reorganizations affecting public utilities be subject to the approval of the Commission.

4) The requirement that the purchase of portions of electrical generating facilities by electrical companies or fuel conversions in electrical generating facilities be subject to the approval of the Commission.

5) The enactment of the Nuclear Decommissioning Financing Act.

6) The authorization of a new fuel adjustment clause for natural gas utilities.

7) The creation of the position of Director of Engineering.

LICENSES, PERMITS, ETC.:

Electric Utilities—Application for Certificate of Convenience and Necessity

PUBLICATIONS:

All Rules and Decisions
Summary of Chapter 81

FINANCES, FISCAL YEAR 1982: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE PUBLIC UTILITIES FINANCING BANK

ROBERTA WEIL, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta *Telephone:* 622-9386
Mail Address: 35 Community Drive, Augusta, Maine 04330
Established: 1981
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 401; *Citation:* 35 M.R.S.A., Sect. 181
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Public Utilities Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf of or payable by the State.

ORGANIZATION: The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioners shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

PUBLICATIONS:

Annual Report

FINANCES, FISCAL YEAR 1982: The State records do not contain any accounts assigned to this unit. Operating expenses will be covered by fees and charges to the participating public utility.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE

RICHARD D. DUTREMBLE, CHIEF EXECUTIVE

Central Office: State Office Bldg., Augusta *Telephone:* 622-6201
Mail Address: Statehouse Station #72, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 400; *Citation:* 37A M.R.S.A., Sect. 124
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM:

Radiological Emergency Preparedness. Chapter 444, P.L. 1981 "An Act to Establish an Emergency Radiological Response System" was enacted in June 1981. This act provides the Maine Bureau of Civil Emergency Preparedness with $50,000 annually. These monies are received from Maine Yankee Corporation on a quarterly basis. In addition to providing funds for improving/maintaining radiological emergency preparedness within Emergency Planning Zone (EPZ) the law also established the Radiological Emergency Planning Committee. This committee chaired by the Director of Civil Emergency Preparedness, held public meetings in Bath and Wiscasset to explain how local and county government could obtain REP funds to enhance their response to radiation incidents at Maine Yankee. The committee is currently reviewing and updating the State of Maine Radiological Incident Plan. The Radiological Defense Officer provides technical guidance to the REP committee.

PUBLICATIONS:

State of Maine Emergency Procedures in the event of a Maine Yankee incident—free to those citizens and transients within ten (10) miles of Maine Yankee plant site.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	32,694		32,694			
Equipment	6,250		6,250			
TOTAL EXPENDITURES	38,944		38,944			

CONTINUING EDUCATION COMMITTEE (REAL ESTATE)

TRUDY A. SULLIVAN, CHAIRMAN
CAROL J. LEIGHTON, Administrative Assistant

Central Office: Stevens School Central Bldg., Hallowell, Maine *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333 *Floor:* Basement

Established: September 14,1979

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 040; *Citation:* 32 M.R.S.A., Sect. 4115B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Continuing Education Committee (Real Estate), created effective September 14, 1979, was established to approve real estate oriented educational programs. Each biennial licensing period, actively licensed real estate brokers and salesmen must attend 12 clock hours of real estate oriented educational programs.

Upon receipt of an application for approval as a continuing education program, the committee considers the apparent ability of the program to improve the licensee's knowledge of the real estate business and to assist the licensee in keeping abreast of changing laws, regulations or practices which will affect the interests of his client. Approved programs may include inoffice classes, video-tape and tele-lecture presentations, correspondence courses, professional seminars, college courses, workshops, courses designed for pre-licensure education, and other formats, subject to approval of course content by the committee. The committee in approving applications also considers the desirability of low cost programs that can be accessible to licensees in rural areas.

ORGANIZATION: The Continuing Education Committee is appointed by the Real Estate Commission. The committee consists of one member of the commission, one member from the field of education, one member representing the public and 4 licensees. Each licensee represents a different geographical area of the State, and at least one must not belong to a professional real estate trade association. Members are appointed for staggered 3-year terms, except the commission member who is appointed annually.

PROGRAM: The Continuing Education Committees held 11 meetings during the fiscal year. During this period the Committee approved sixty new programs and re-approved fifty-two programs that have served over 3,500 licensees.

LICENSES, PERMITS, ETC.:
Program approval for continuing education credit.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

ROBERT BOURGAULT, CHAIRPERSON, BOARD OF TRUSTEES
ROBERTA M. WEIL, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3461
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333
Established: 1947 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 411; *Citation:* 5 M.R.S.A., Section 1002
Average Count—All Positions: 33 *Legislative Count:* 42

PURPOSE: The major goal of the Board of Trustees of the Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary, and state police officers employed before 1943), and the employees of 260 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include three members appointed by the Governor and subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Legislature, one of whom shall be a retired teacher selected from a list of three nominees submitted by the Maine Retired Teachers Association; one member elected by the Maine State Employees Association; one member elected by the Maine Teachers Association; one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district; one member who is receiving a retirement allowance under the System and is selected by the foregoing members of the Board; and the State Treasurer as an ex-officio, non-voting member. The Board elects a chairman from its membership and designates an actuary, whose duties include the computation of all retirement benefits and a recommendation on funding requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System is also provided for under the law.

PROGRAM: Membership in the Maine State Retirement System at June 30, 1982, was comprised of 42,004 active members (17,469 teachers, 13,992 state employees and 10,543 employees of participating local districts). In addition there were 23,243 inactive accounts on the System's records (13,873 teachers, 6,690 state employees and 2,680 participating local district employees).

Trust fund reserves of the System at June 30, 1982, totalled $461,653,507, an increase of $80,277,329 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

State Employees	$181;186,816
Teachers (Post 7/1/24)	249,611,843
Teachers (Pre 7/1/24)	(173,917,050)
Participating Local Districts	204,771,899
Total	$461,653,507

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was $25,090,806 more than the previous year's end balance, the Retirement Allowance Fund, which was $52,214,643 greater than at the previous year end, and the Survivor Benefit Fund, which was $2,971,880 greater than the previous year end. Of major significance to the funding integrity of the System was the approval of funding for the old system teacher retirement plan to start in the 1981-82 and 1982-83 biennium. Appropriations of $12,100,000 and $13,200,000 were authorized for each year of the biennium.

State contributions to the System during the past year totalled $80,936,580, of which $43,552,655 was made on account of teachers and $37,383,925 was made on account of state employees. Participating local district employers made contributions on behalf of employees totalling $18,331,623. Individual members made contributions totalling $35,973,971 as compared with $36,001,782 in the previous year, as may be seen by the following tabulation:

	FY 1980-81	FY 1981-82
Teachers	$15,486,141	$16,481,238
State Employees	12,892,034	11,347,345
Participating Local Districts	7,623,607	8,145,388
Total	$36,001,782	$35,973,971

Retirements processed during the last fiscal year totalled 1,047, representing 320 teachers, 465 state employees and 262 participating local district employees. This represents an increase of 75 retirement authorizations as compared with the previous year. As of June 30, 1982, there were 17,032 persons on the retirement payroll which amounted to $7,696,169. There were 7,182 teachers, 6,518 state employees and 3,332 employees retired from participating local districts on the June 1982 payroll.

Retired persons and their beneficiaries were paid retirement allowances of $90,499,330 during the year, an increase of $8,325,015 over benefits paid during the previous year. This increase was due for the most part to a 6% cost-of-living increase paid to retired state employees, teachers and employees of certain participating local districts which have accepted the cost-of-living feature of the System's statutes (September of 1981), and additional retirees being added to the retirement payroll.

Survivor benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose deaths occurred prior to retirement. Total survivor benefits paid to beneficiaries under this program were $1,656,799 during the year, an increase of $113,329 over payments under this program during the previous year.

Administrative expenses for the fiscal year were $859,626, an increase of $150,777 compared to the previous year. This increase was reflected in STA-CAP charges ($83,809), and personal services ($60,125).

The retired state employee health insurance premiums totalled $1,357,373 during the fiscal year as compared to $992,465 during the previous year.

During the past fiscal year staff members of the System met with numerous groups including public school teachers, state employees and employees of participating local districts (active and retired) to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement and group life insurance.

MAINE STATE RETIREMENT SYSTEM
Balance Sheet
June 30, 1982

Assets		*Trust Reserves & Liabilities*				
			Total Fund	*State*	*Teachers Post—7/1/24*	*Teachers Pre—7/1/24*	*Participating Districts*
Investments:		Trust Reserves:					
Bonds	$151,623,918.81	Members Contribution Fund—Current	$287,120,567.05	$ 96,203,566.13	$141,205,182.61	$ ——	$ 49,711,818.31
Common Stocks	175,651,853.17						
Mortgages	4,877,203.36	Members Contribution Fund—Prior	156,362.44	——	156,362.44	——	——
Commingled Fund							
Morgan Guaranty Trust Company	20,893,789.00						
Travelers Insurance Co.	11,831,869.65	Retirement Allowance Fund**	153,105,238.31	97,781,789.57	124,539,348.81	(173,917,050.76)	104,701,150.69
Insured Guaranteed Contract	8,876,483.93	Undistributed Earnings Note I	1,879,409.57				
Cash—Time Deposit	9,995,197.98	Total Retirement Allowance Fund	154,984,647.88				
Total Investments	383,750,315.90	Total Trust Reserves	461,653,507.83	201,037,825.66	276,502,833.58	(173,917,050.76)	156,150,489.78
		Survivor Benefit Fund	19,391,930.76	7,052,469.96	10,601,939.72	——	1,737,520.78
Other Assets:		Liabilities & Operating Reserves:					
Cash (Demand Deposit)*	77,376,880.00	Accounts Payable	826,679.79	262,057.49	360,432.39	——	204,189.91
Cash (Fiduciary)	522,311.89	Reserve for Expenditures	835,992.42	354,605.15	353,149.71	——	128,237.56
Accrued Interest	3,375,618.74						
Accounts Receivable (Net)	13,741.34	State Retirees Health Insurance	1,722,687.83	1,722,687.83	——	——	——
Total Other Assets	81,288,551.97	Total Liabilities & Operating Reserves	3,385,360.04	2,339,350.47	713,582.10	——	332,427.47
Total Assets	$465,038,867.87	Total Reserves & Liabilities	$465,038,867.87	$203,377,176.13	$277,216,415.68	($173,917,050.76)	$156,482,917.25

Post 7/1/24—Includes teachers who began teaching after this date and have made retirement contributions since July 1924

Pre 7/1/24—Includes teachers who began teaching before this date and who were not required to make retirement contributions until 1945

*—Invested in State Treasurer's "Cash Pool"

**—State includes $12,798,539.78 and Teachers includes $16,289,050.62 from the Disability and Accidental Death Benefits accounts

Note I—Undistributed Earnings—are interest, dividends and loss or sale of securities for June 30 not available at time of distribution. Will be distributed to individual accounts at later date.

MAINE STATE RETIREMENT SYSTEM
ANALYSIS OF CHANGES IN TRUST FUND RESERVES
YEAR ENDING JUNE 30, 1982

Balance July				$381,376,178.21
				381,376,178.21
ADDITIONS				
State Contributions				
Teachers:				
General Fund	$42,013,235.00			
Revenue Sharing	1,539,419.99			
		$43,552,654.99		
State Employees:				
General Fund	19,251,300.81			
Highway Fund	7,924,211.29			
Federal Program Fund	4,846,910.72			
Special Revenue Fund	2,514,622.26			
All Other Funds	2,846,880.04			
		37,383,925.12		
Total State Contributions			$ 80,936,580.11	
Participating Local Districts			18,331,623.24	
Individual Members			35,973,971.11	
Total Contributions			135,242,174.46	
Net Income From Investments			47,292,819.25	
TOTAL ADDITIONS				182,534,993.71
DEDUCTIONS				
Retirement Allowance Paid	**Number**			
Council Order	2	1,611.48		
Legislative Resolves	8	44,837.88		
Retirement Full Benefits	7121	27,380,692.96		
Ordinary Disability:				
Old Law	82	312,950.86		
Chapter 622, PL 1975	244	1,997,572.11		
Service Incurred Disability	129	550,116.40		
Disability, Chapter 622—				
July 1, 1978	162	1,145,185.29		
Option I	1540	5,448,787.98		
Option II	1539	5,694,720.28		
Option III	1692	8,603,091.06		
Option IV	698	3,334,261.36		
Option II—Beneficiary	478	1,033,793.42		
Automatic Option II—				
Beneficiary	473	1,206,165.72		
Option III—Beneficiary	511	857,549.82		
Option IV—Beneficiary	603	1,047,316.72		
Automatic Option IV—				
Beneficiary	95	246,942.25		
Service Incurred Death—	11	70,365.24		
15-Year Teachers	129	130,443.33		
10-Year Vested Right	1075	1,670,634.94		
Accidental Death Benefits—				
July 1, 1979	11	86,730.45		
20-Year Teachers	29	28,486.44		
Law Enforcement Officers—				
Marine Resources	27	198,298.38		
Fish & Wildlife	77	502,489.44		
State Police	136	981,328.32		
25-Year Service-Age 55	10	50,326.27		
Forest Rangers	5	34,874.88		
Fire Fighters & Police—				
Spec. Prov.—Sec. 1121	8	59,832.48		
Spec. Prov.—Sec. 1092	54	331,535.78		
Benefits by P & S Laws	55	114,391.15		
Prison Guards—Section 1121				
Sub-Section 2-F	15	81,306.85		
Special Benefits—Sec. 1092				
Sub-Section 4	13	30,717.87		
			63,277,357.41	

Retirement Allowance Adjustment Paid				
Council Order		4,263.56		
Legislative Resolves		5,816.76		
Retirement Full Benefits		12,674,858.59		
Ordinary Disability:				
Old Law		93,993.77		
Chapter 622, PL 1975		125,437.09		
Service Incurred Disability		238,713.53		
Disability, Chapter 622—July 1, 1978		325,720.98		
Option I		3,266,487.12		
Option II		1,982,356.57		
Option III		3,846,804.53		
Option IV		657,241.72		
Option II—Beneficiary		663,284.64		
Automatic Option II—Beneficiary		660,797.63		
Option III—Beneficiary		686,532.23		
Option IV—Beneficiary		212,250.72		
Automatic Option IV—Beneficiary		71,538.42		
Service Incurred Death		36,339.10		
15-Year Teachers		122,602.36		
10-Year Vested Right		761,769.00		
Accidental Death Benefits—				
July 1, 1979		3,999.28		
20-Year Teachers		30,308.10		
Law Enforcement Officers—				
Marine Resources		62,354.84		
Fish & Wildlife		182,092.99		
State Police		334,035.27		
25-Year Service—Age 55		38,082.70		
Forest Rangers		8,280.84		
Fire Fighters & Police—				
Spec. Prov.—Sec. 1121		23,890.46		
Spec. Prov.—Sec. 1092		60,277.49		
Benefits by P & S Laws		20,008.47		
Prison Guards—Section 1121				
Sub-Section 2-F		18,888.70		
Special Benefits—Section 1092				
Sub-Section 4		2,945.31		
			27,221,972.77	
Survivor Benefits	**Number**			
Accidental Death—				
Service Incurred	10	20,812.29		
Spouse—Age 60	261	448,710.28		
Spouse—10-Year Clause	179	323,735.33		
Spouse—Children	245	689,714.56		
Children	50	103,133.35		
Parents	35	70,693.23		
			1,656,799.04	
Refunds				
To Former Members		9,585,613.04		
To Beneficiaries of Deceased Members		326,724.43		
To Survivors of Disability Recipients		66,194.92		
To Beneficiaries of Deceased—Option I		123,002.48		
			10,101,534.87	
				102,257,664.09
TOTAL DEDUCTIONS				
				$461,653,507.83
Balance June 30				

MAINE STATE RETIREMENT SYSTEM

Administration Funds

Fiscal Year Ending June 1982 and 1981

	General Administration 1982		*General Administration 1981*		*Participating Districts Actuarial Services* 1982	1981
Revenue:						
State Contributions:						
Teachers:						
Federal Funds		$ 18,697.41		—		
General Fund		409,830.00		$362,260.00		
State Employees:						
General Fund	$171,525.17		$166,322.54			
Highway Funds	82,947.62		80,523.11			
Federal Program Funds	70,186.45		68,107.25			
Special Revenue Funds	22,895.05		22,284.92			
Other State Funds	33,454.10	381,008.39	26,851.37	364,089.19		
Total State Contributions		809,535.80		726,349.19		
Participating Districts		164,177.00		131,628.63	$65,937.00	$60,894.00
Academies		—		527.53		
Miscellaneous Income		84.00		30.00		
Total Revenue		973,796.80		858,535.35	65,937.00	60,894.00
Expenditures:						
Personal Services		399,701.00		349,967.49		
Actuarial Services:						
Towne & Associates		29,898.24		19,714.04	65,937.00	60,894.00
Data Processing		66,818.03		84,321.15		
Utilities		9,621.11		8,442.26		
Postage & Mailing		38,430.47		36,750.55		
Repairs to Equipment		12,744.84		10,244.10		
Printing & Binding		15,638.04		9,334.06		
Office Supplies		9,131.18		11,333.76		
Retirement Costs		69,904.52		59,513.14		
Research & Legal Services		12,681.69		11,804.28		
Health Insurance		16,496.44		11,721.69		
STA-CAP Costs		158,879.27		75,069.52		
General Operating Costs		2,823.11		1,458.65		
Travel		16,858.24		8,247.31		
Office Equipment		—		10,927.67		
Total Expenditures		859,626.18		708,849.67	65,937.00	60,894.00
Current Year Reserves		114,170.62		149,685.68		
Prior Year Reserves		721,821.80		572,136.12		
Balance of Reserves		$835,992.42		$721,821.80		

Note: Expenditures have been reduced for the 1982 year by $144,986.10 and charged to the Insurance ($60,350.00) and Social Security ($84,636.10) administration accounts

State Employee Retiree Health Insurance
Fiscal Year Ending June 1982 and 1981

	1982	*1981*
Revenue:		
General Fund	$ 541,071.28	$ 778,816.01
Highway Funds	261,655.92	377,054.65
Federal Program Funds	221,401.16	318,916.62
Special Revenue Funds	72,221.77	104,350.56
Other State Funds	105,529.99	125,733.25
Total Revenue	1,201,880.12	1,704,871.09
Expenditures:		
Health Insurance Premiums	1,357,373.00	992,465.15
Current Year Reserves	(155,492.88)	712,405.94
Prior Year Reserves	1,878,180.71	1,165,774.77
Balance of Reserves	$1,722,687.83	$1,878,180.71

RETIREMENT AND SURVIVOR PAYMENTS

Fiscal Year Ending June 30	*Retirement Payments*	*Survivor Benefit Payments*
1982	$90,499,330	$1,656,799
1981	82,174,316	1,543,470
1980	76,476,530	1,495,620
1979	70,807,529	1,461,604
1978	64,002,405	1,392,108
1977	54,069,526	1,265,695

MEMBERS AND EMPLOYERS CONTRIBUTIONS

Fiscal Year Ending June 30	*Employees*	*Employers*
1982	$35,973,971	$99,268,203
1981	36,001,782	74,479,257
1980	33,705,766	70,249,466
1979	30,544,619	52,000,495
1978	28,002,557	45,456,338
1977	25,890,129	44,340,036

RETIREMENT ALLOWANCE RECIPIENTS

Fiscal Year Ending June 30	*Total*	*Teachers*	*State Employees*	*Local District Employees*
1982	17,032	7,182	6,518	3,332
1981	16,216	6,972	6,152	3,092
1980	15,557	6,774	5,878	2,905
1979	14,991	6,626	5,677	2,688
1978	14,272	6,394	5,413	2,465
1977	13,446	6,179	5,035	2,232

STATISTICS

	Active	*Inactive*
MEMBERSHIP—June 30, 1982:		
State Employees	13,992	6,690
Teachers	17,469	13,873
Participating Local Districts	10,543	2,680
TOTAL	42,004	23,243

RETIREMENT ALLOWANCES—Authorized Year Ended June 30, 1982:

		Percent
State Employees	465	44.4%
Teachers	320	30.6%
Participating Local Districts	262	25.0%
TOTAL	1,047	

SURVIVOR BENEFITS—Authorized Year Ended June 30, 1982:

		Percent
State Employees	20	41.6%
Teachers	14	29.2%
Participating Local Districts	14	29.2%
TOTAL	48	

Participating Local Districts

Towns	104
Sewer & Water Districts	39
Cities	20
S.A.D.'s	18
Counties	14
Housing Authorities	12
Public Libraries	3
Miscellaneous	46
TOTAL	256

FINANCIAL HIGHLIGHTS	*1982*	*1981*
Assets of the Fund at Year End	$465,038,868	$384,224,527
Net Income From Investments	47,292,819	47,071,952
Year End Investments (Cost)	383,750,316	346,806,885
Year End Investments (Market)	356,652,348	364,724,813
Corporate Stocks in Portfolio (Cost)	175,651,853	170,133,130
Percent of Portfolio	45.8%	49.1%
Bonds in Portfolio (Cost)	151,623,919	131,375,922
Percent of Portfolio	39.5%	37.9%
Mortgages in Portfolio (Cost)	4,877,203	5,350,947
Percent of Portfolio	1.3%	1.5%
Insured Guaranteed Contract (Cost)	8,876,484	8,069,531
Percent of Portfolio	2.3%	2.3%
Time Deposits in Portfolio (Cost)	9,995,198	2,500,078
Percent of Portfolio	2.6%	.7%
Commingled Trust Fund	32,725,659	29,377,277
Percent of Portfolio	8.5%	8.5%

RETIREMENT ALLOWANCES paid—June 30, 1982

	Value		Persons	
	Dollars	Percent	Number	Percent
State Employees	$2,748,557	35.7%	6,518	38.3%
Teachers	4,031,502	52.4%	7,182	42.2%
Participating Local Districts	916,110	11.9%	3,332	19.5%
TOTAL	$7,696,169		17,032	

SURVIVOR BENEFITS paid—June 30, 1982

	Value		*Persons*	
	Dollars	*Percent*	*Number*	*Percent*
State Employees	$ 80,226	56.2%	431	55.3%
Teachers	39,198	27.5%	191	24.5%
Participating Local Districts	23,246	16.3%	158	20.2%
TOTAL	$ 142,670		780	

PUBLICATIONS:

Maine State Retirement System Laws, 1978 Revision
Informational Handbook—Maine State Retirement System—For State Employees and Public School Teachers—1981 Revision—For Employees of Participating Districts—1977 Revision
Explanation of Group Life Insurance—Basic, Supplemental and Dependent
Report of the Maine State Retirement System for the Fiscal Year Ended June 30, 1981

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	507,265					507,265
Health Benefits	18,009					18,009
Retirement	75,647					75,647
Other Fringe Benefits	668					668
Computer Services—State	72,945					72,945
Other Contractual Service	907,103					907,103
Commodities	10,804					10,804
Grants—Subsidies—Pensions	67,075,346					67,075,346
Interest—Debt Retirement	11,987,067					11,987,067
Transfers to Other Funds	53,040,419	676,188		131,017		52,233,214
TOTAL EXPENDITURES	133,695,273	676,188		131,017		132,888,068

SACO RIVER CORRIDOR COMMISSION

MARGARET M. ROY, EXECUTIVE DIRECTOR

Central Office: Main Street, Cornish, Maine *Telephone:* 625-8123
Mail Address: Box 283, Cornish, Maine 04020

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 412; *Citation:* Title 38, M.R.S.A., Sect. 951 et seq.

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property

from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION: The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff (presently consisting of an Executive Director and a part-time secretary/bookkeeper) which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM: In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure. The Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary application form. During this fiscal year, the Commission conducted 6 public hearings and considered 40 applications for permits or variances. The Commission also considered 13 amendments to permits previously granted. Commission staff has also conducted 54 site investigations and has issued a total of 17 Certificates of Compliance during the twelve month period. Among the items considered by the Commission this year was an application for expansion of the existing hydroelectric facility at Great Falls on the Saco River in Hiram and Baldwin. The Commission held a public hearing on the application, and after deliberation, granted a conditional permit for the proposal. The permit issued by the Commission reflected its concerns regarding appropriate stream flow and pond elevations, erosion and sediment control, and maintenance of recreational opportunities in the affected area.

The Commission's action on this application, and on other issues involving multiple use of the land and waters of the Saco River Corridor, also reflects the membership's broader concerns about the potential for conflicts in resource use. As part of this concern, the Commission, through its staff, continues its involvement in a study of recreational use of the Saco River. The study, which encompasses recreational use in both Maine and New Hampshire, is being conducted by the Southern Maine Regional Planning Commission under the guidance of an advisory committee of Maine and New Hampshire citizens. The goal of the study is to assess recreational use and riparian landowner attitudes regarding such use and to develop a balanced management strategy which will provide protection for the resource while enhancing river-based recreational opportunities within the valley.

As a part of its regulatory function, the Commission has, this year, begun the process of updating its mapping to correspond with flood hazard studies conducted through the Federal Emergency Management Agency. In some cases, the update will result in proposals to redistrict certain lands within the Corridor, and the Commission anticipates that public hearings on such proposed changes will begin during the fall of 1982.

Of continuing concern to the Commission is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist local citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other

full time local government officials, the Commission staff is often sought by the citizens to provide advice concerning environmental issues and regulations.

In summary, while the Commission's activities this year have been many and varied, its first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which the Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.:

Permits:

Building—within the statutorily defined corridor
Filling—within the statutorily defined corridor
Excavating—within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" ($.25).
2. *The Saco River Corridor: The View From the Valley*—the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of $4.00.
3. Informational pamphlet (free)

FINANCES, FISCAL YEAR 1982: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	18,709.04	10,000				8,709.04
Contractual Services	5,650.00					5,650.00
Travel Expense	598.40					598.40
Utilities	336.76					336.76
Rents	2,400.00					2,400.00
General Operating Expense	3,528.37					3,528.37
Other Supplies	861.35					861.35
Unemployment Comp.	393.94					393.94
Equipment Purchases	19.99					19.99
TOTAL EXPENDITURES	32,497.85	10,000				22,497.85

MAINE SARDINE COUNCIL

JAMES L. WARREN, EXECUTIVE DIRECTOR

Central Office: 470 North Main Street, Brewer *Telephone:* 989-2180
Mail Address: P.O. Box 337, Brewer, Maine 04412
Established: 1951 *Sunset Termination Scheduled to Start by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 414; *Citation:* 36 M.R.S.A., Sect. 4693
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine canners requested the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active canners appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was thus established. The Council was charged with responsibility for administering the various programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, and the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976 the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 82 with varying degrees of emphasis as requirements and funds would permit. Since 1960, the industry has been faced with a declining supply of fish for canning, and therefore, tax income has decreased accordingly. It has been most difficult to do short-term and almost impossible to do long-term planning due to the continuous uncertainty of fish supply and income. Where the Maine Sardine Council's tax income prior to 1961 averaged from $500,000 to $600,000 a year, presently it can be projected to a maximum of approximately $250,000 barring an unexpected, but much needed and hoped for, improvement in fish supply. Major items of expense have included financing of the Quality Control and Research Laboratory at Brewer, development of programs to meet State and federal requirements for pollution control, plant safety, U.S. Food and Drug Administration's inspection regulations and related problems. Sales promotion and merchandising activities were greatly reduced. Former active market-consumer research programs have necessarily been curtailed to a mere holding action while the financing of any worthwhile advertising is not possible.

Considerable staff time was devoted to attempting to find a solution to the Sardine Industry's Wastewater Discharge Problem. The Sardine Council along with representatives from the Sardine Industry and the Department of Environmental Protection are working on a two year study to achieve this end. Also staff have been developing data to respond to the Federal Food and Drug Administration request for voluntary sodium labelling on prepared foods.

In order for the Sardine Council to continue to carry on its activities, the Sardine Industry petitioned the 110th Legislature to increase the sardine tax from 25¢ to 30¢ per case. The Legislature enacted this increase and this has now become law.

Fisheries Conservation and Management Act. With the enactment of the Fisheries Conser-

vation & Management Act (the 200 Mile Limit Bill), much of the staff time has been devoted to representing the Industry at the New England Regional Fisheries Management Council meetings and the Herring Oversight Committee meetings. The purpose of these meetings has been to help formulate the Fisheries Management Plan for Herring, which forms the raw material for the Sardine Industry.

Sardine Industry. During the 1981 season, the Industry saw one of the largest catches of herring on the Maine coast in recent years. As a result the Sardine Industry packed a little over 1,300,000 cases which is 30% higher than the last ten year average. The industry is optimistic that this is another strong indicator of the rebuilding of the Herring Fishery along the Maine coast. The State of Maine and the New England Regional Fishery Management Council continue to enact regulations for the Herring Fishery off New England to properly manage this resource.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland" free
"Maine Sardine Recipes" free

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	88,562		88,562			
Health Benefits	2,857		2,857			
Retirement	14,441		14,441			
Other Fringe Benefits	203		203			
Other Contractual Service	160,998		160,998			
Rents	4,877		4,877			
Commodities	4,481		4,481			
Grants—Subsidies—Pensions	1,972		1,972			
Transfers to Other Funds	4,188		4,188			
TOTAL EXPENDITURES	282,579		282,579			

MAINE SCHOOL BUILDING AUTHORITY

HAROLD RAYNOLDS, JR., CHAIRMAN
LEROY O. NISBETT, Secretary-Treasurer

Central Office: Education Bldg., Augusta *Telephone:* 289-2061
Mailing Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 20, 1951 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 078; *Citation:* 20 M.R.S.A., Sect. 3504
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that a general diffusion of the advantages of education is essential to the preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals to finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

ORGANIZATION: The Authority established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 82 as outlined above.

Although this is an annual report for FY 82, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

57 elementary schools
5 additions to elementary schools
9 high schools
2 junior high schools
4 lessees have financed additions with the aid of the Authority.
26 lessees have construction additions to projects with local funds.
1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23
Interest earned on all construction fund investments (Estimated)	663,758.89
Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

From January 1, 1981 through January 1, 1982 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	$7,220,000.00
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	$ 602,000.00
Outstanding Bonds at End of Period	$5,956,000.00

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1982.

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF THE SECRETARY OF STATE

RODNEY S. QUINN, SECRETARY OF STATE
ELSIE BOWEN, Deputy Secretary of State
JAMES S. HENDERSON, Deputy Secretary of State
LINWOOD F. ROSS, Deputy Secretary of State

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 315 *Legislative Count:* 347.5

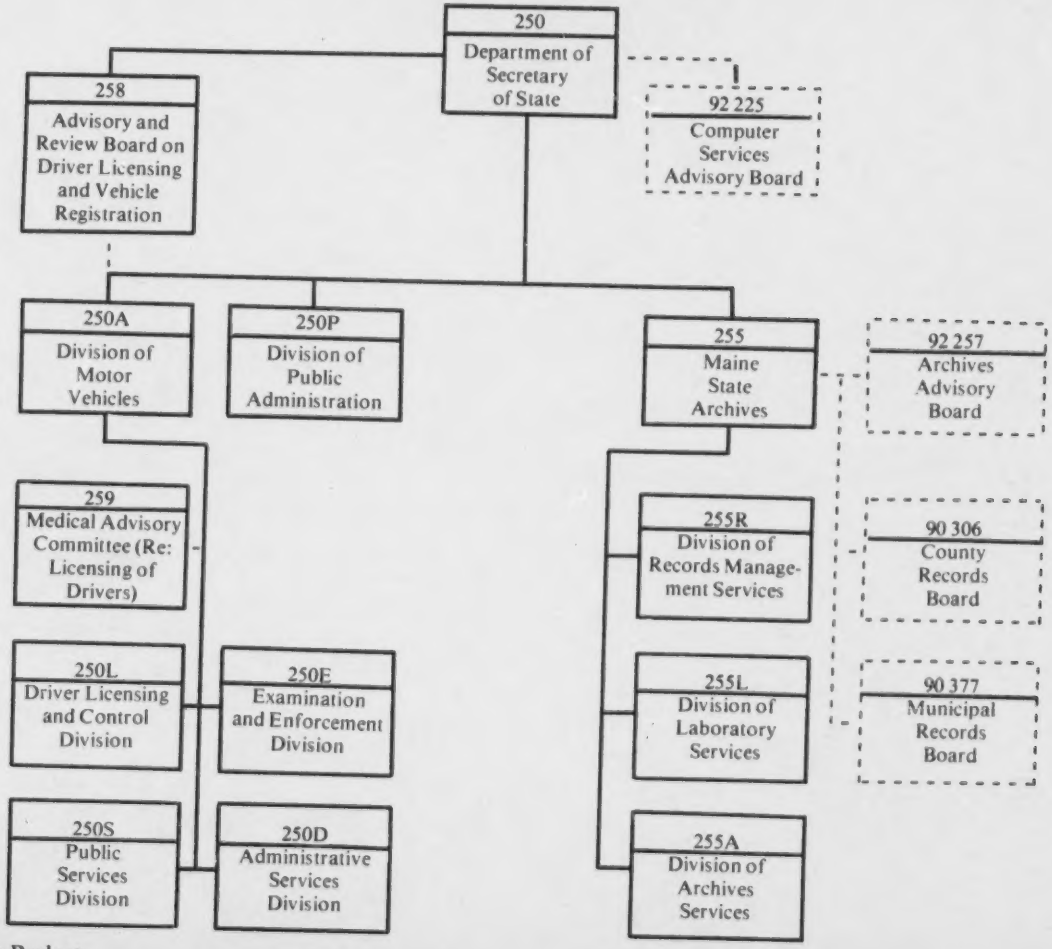
Organizational Units:

Public Administration Division
Administration Bureau
Administrative Procedures Office
Commissions and Pardons Bureau
Corporation Bureau
Elections Bureau
Public Disclosure Bureau
UCC Bureau
Maine State Archives
Archives Advisory Board
Motor Vehicle Division
Advisory and Review Board
Medical Advisory Committee

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; causes all bills passed by the Legislature to be engrossed; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Bureau originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Bureau. Also in 1963, the Department of the Secretary of State was first recognized under law, with the

ORGANIZATIONAL CHART
DEPARTMENT OF SECRETARY OF STATE
UMB 29



Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF THE SECRETARY OF STATE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,081,787	668,154	9,675	3,401,048	2,910	
Health Benefits	159,371	22,592		136,679	100	
Retirement	615,552	101,627	1,380	511,996	549	
Other Fringe Benefits	11,771	1,163	14	10,594		
Computer Services—State	227,401	557		226,844		
Rents	148,548	11,667	86	136,795		
Commodities	803,201	129,307		673,894		
Grants—Subsidies—Pensions	33,063			33,063		
Buildings and !mprovement	—645			—645		
Equipment	231,644	796	446	230,402		
Transfers to Other Funds	209,510		1,139	208,296	75	
Other Contractual Service	937,400	120,262	3,656	811,505	1,977	
TOTAL EXPENDITURES	7,458,603	1,056,125	16,396	6,380,471	5,611	

Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

PROGRAM: The Program of the Secretary of State is implemented through its sections and divisions.

Motor Vehicle Division. This Division supervises the licensing of motor vehicle operators and the registration of all types of motor vehicles. Its long-range plans, forming the basis of the purpose of the Division, are to insure orderly record-keeping relating to motor vehicles and motor vehicle operators, and to permit and develop to the greatest possible degree the safe operation of motor vehicles within the State.

Maine State Archives. The Archives is charged essentially with responsibility for the safe and orderly preservation of all important State records and documents and to provide to the public free, but controlled, access to a multitude of various State records.

Division of Public Administration. This unit is charged with the administration of State elections and with record-keeping relating to Corporations, the Uniform Commercial Code, Administrative Rules, Appointments, Lobbyists and Miscellaneous Filings.

LICENSES, PERMITS, ETC.:
See specific Division

PUBLICATIONS:
See specific Division

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

JOHN H. WENTWORTH, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1943 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250D; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 68 *Legislative Count:* 0

PURPOSE: The Administrative Services Division provides those services that are supportive to the other organizational elements of the Motor Vehicle Division. Included therein are financial support activity; payroll; personnel; data processing; central files; micro-filming; central stores and mail handling.

ORGANIZATION: The Administrative Services Division evolved from the Finance and Administrative Bureau which had the responsibility for all of the Support Activities with the exception of Data Processing. Data Processing came within the organizational framework in 1976.

PROGRAM: FY 82 was highlighted by the establishment of a uniform title document by the six (6) New England States resulting in a savings to the Motor Vehicle Division of $10,000.

In addition the Motor Vehicle Division initiated a Program of manufacturing validation stickers at the plate manufacturing facility in Warren, Maine. When this program is perfected, the plate manufacturing facility should have the expertise to manufacture (silk screen) all of the decals utilized by the State of Maine.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255; *Citation:* 5 M.R.S.A., Sect. 94

Average Count—All Positions: 18 *Legislative Count:* 18

Organizational Units:

Office of the State Archivist
Division of Archives Services
Division of Laboratory Services
Division of Records Management Services
Archives Advisory Board
Advisory Committee on Judicial Records
County Records Board
Municipal Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

PROGRAM: Special emphasis during FY 82 was placed on the Maine State Archives Publications Program to meet the agency's responsibility for assisting the public in the use of records in its custody. Two new pamphlets describing the background, organization and research value of Legislative and Judicial records were published; as was a new general informational brochure designed to introduce the first-time visitor to the Maine State Archives.

Documentary Conservation: Guidelines for the Restoration—Preservation of Documentary Papers, Maps, Books, a manual for use by municipal and county officers with records preservation responsibilities as well as custodians of small historical societies was completed. 1982 also saw the completion of *Lands and Forests: Maine and the Nation — a Select Bibliography,* designed to facilitate the use of the agency's extensive holdings of maps and records relating to Maine's public lands and forests. *Counties, Cities, Towns and Plantations of Maine: A Handbook of Incorporations, Dissolutions, and Boundary Changes,* originally compiled by the Work Projects Administration in the 1930's, was revised, updated and published for the first time by the Maine State Archives.

Continuing efforts were made to strengthen and improve services to meet the needs of the general public whose use of the agency's facilities has increased dramatically. The staff has conducted workshops and seminars to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local organizations who are interested in the preservation of the State's documentary heritage. The Maine State Archives is also cooperating with school systems who are undertaking special projects in the history of their local communities.

Publications in Progress. Publications in preparation include *Summary Guide to Archival Holdings in the Maine State Archives, Inaugural Addresses of the Governors of Maine;* various documentaries, special lists and finding aids.

Professional Development Activities. The Maine State Archives actively participates in several national professional associations, including the National Microfilm Association, the Association of Records Managers and Administrators, the Society of American Archivists and the National Association of State Archives and Records Administrators.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives.

LICENSES, PERMITS, ETC.:

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

PUBLICATIONS:

Informational Brochures:

Informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records. Free.

Reference Publications:

Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books. $1.00

Counties, Cities, Towns and Plantations of Maine—A Handbook of Incorporations, Dissolutions and Boundary Changes. $5.00

Lands and Forests: Maine and the Nation—A Select Bibliography. $1.00

Public Record Repositories in Maine. $2.00

Microfilm List—Maine Town and Census Records. $1.00

Documentary Publications:

Dubros Times: Selected Depositions of Maine Revolutionary War Veterans. $3.00

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	310,327	310,327				
Health Benefits	10,045	10,045				
Retirement	46,002	46,002				
Other Fringe Benefits	332	332				
Other Contractual Service	23,302	19,752	3,550			
Commodities	20,176	20,176				
Equipment	771	325	446			
TOTAL EXPENDITURES	411,718	406,959	4,759			

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255A; *Citation:* 5 M.R.S.A., Sect. 94

PURPOSE: The Division of Archives Services is established under the authority of the State Archivist to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

ORGANIZATION: The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM:

Division of Archives Services. Reference services for permanently valuable State records were provided to more than 6,000 in-person visitors to the Archives Search Room. Upwards of 10,000 requests for research information were received by mail and telephone. The volume of information referrals from other State agencies has also substantially increased.

Efforts continued to improve intellectual control over Maine State Archives holdings of permanently valuable State records through the development of inventories, indexes, guides and special lists, but public demands for service have preempted staff time available for such projects. A special project to compile data from the agency's extensive map holdings has continued, in which names of surveyors, map-makers or publishers, locations, special features and other information about each map will be transcribed and eventually translated into a computerized retrieval system. An extensive topical index has also been developed for Legislative Bills that failed of enactment and other Legislative papers, which has been completed through the year 1845. Other projects to select, process and arrange specific bodies of material were undertaken in preparation for microfilming, restoration laboratory work or publication.

Technical assistance was provided by Division specialists to local government agencies and non-profit organizations as Maine State Archives resources permitted.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

DIVISION OF DRIVER LICENSING AND CONTROL

GEORGE STORER, DIVISION CHIEF
SHIRLEY HARVEY, BRANCH CHIEF

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Telephone: 289-2398

Established: 1920
Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250L; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 53
Legislative Count: 0

PURPOSE: The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are habitually reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement. Administrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether an individual involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

ORGANIZATION: The Division of Driver License and Control was established as a result of reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into a Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examination was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division.

PROGRAM: The primary function and activities of the Division of Driver Licensing and Control, were processing abstracts of convictions or adjudications of violations of the Motor Vehicle Laws as transmitted from the District or Superior Courts, applying those convictions to driver histories; case review of individual driver records for appropriate administrative action against repeat violators, or suspending the license or registration as mandated by law; conducting administrative hearings as requested by the individual to whom action was taken against, either by reason of convictions or uninsured accidents. Hearings were also conducted for those suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

ADVISORY AND REVIEW BOARD ON DRIVER LICENSING AND VEHICLE REGISTRATION

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1966 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 258; *Citation:* 29 M.R.S.A., Sect. 2246
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory and Review Board on Driver Licensing and Vehicle Registration was established to promote highway safety by assisting the Secretary of State in the promulgation of procedures, rules and regulations relating to motor vehicle operators and operations. The Board is authorized to assist the Secretary of State in reviewing the effectiveness of any point system adopted by him; to review procedures relative to the issuance, suspension and revocation of operators' licenses and certificates of registration; to review rules and regulations adopted by him; and to advise him of suggested changes for the purpose of promoting safety on the highways.

ORGANIZATION: The Advisory and Review Board on Driver Licensing and Vehicle Registration, established in 1966, consists of twelve members appointed by the Secretary of State, including the Chief of the State Police or his designee, and representatives of the District Courts, county attorneys, Motor Vehicle Division, Maine Highway Safety Committee, Maine Trial Lawyers Association, insurance industry, Maine State Bar Association, Maine Municipal Association, Maine Chiefs of Police Association, Maine Sheriffs Association and Highway Users Conference. Except for the Chief of the State Police or his designee, who is a permanent member of the Board, appointments are for terms concurrent with the term of the Secretary of State.

PROGRAM: The Advisory and Review Board met during FY 82 for review/evaluation of the Point System for driving offenses and review of current licensing and vehicle registration procedures. The Point System was updated to coincide with amendments to the Motor Vehicle Laws.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

EXAMINATION AND ENFORCEMENT DIVISION

WILLIAM DOWLING, DIVISION CHIEF

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3585
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250E; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 95 *Legislative Count:* 0

PURPOSE: The Division of Examinations and Enforcement is established to provide services in the areas of Title and Anti-Theft, Dealer Licensing, Driver Licensing and the enforcement of

dealer, title, and license fraud violations on a state-wide basis. Such operations include making possible only the safest drivers to be licensed, issue titles to vehicles upon proper ownership requirements, and to perform investigations and enforce law in areas responsible to the Secretary of State.

ORGANIZATION: The Division of Examinations and Enforcement was established in FY 80 at which time three major functions were placed within the Division. These functions include the section of Driver Licensing, Dealer Licensing, and Investigations. During FY 82 Title and Anti-Theft was added to this division because of the close relationship between Dealer Licensing and the titling of motor vehicles. This allows the Secretary of State to have better control over the aspects of Dealer Licensing and Title and Anti-Theft. These four functions make up both a substantial administrative unit as well as a moderate number of field personnel.

PROGRAM: The Division of Examinations and Enforcement is now testing at twenty-five locations within the state for Class 3 and motorcycle operator's licenses. Ten of these locations are Branch offices that are maintained by the Division of Motor Vehicles. The remaining fifteen facilities are located within town offices or town designated locations. These facilities are provided without cost to the state. In addition to these locations, the Division has six mobile units to test at twenty-six additional locations for Class 1, Class 2 and school bus operator's licenses. Both knowledge and skill tests are administered to determine if the applicant is capable of operating larger vehicles. These exams are conducted at various locations throughout the state, provided by the Department of Transportation and various state armories, at no charge to the division.

The Division has a completely automated scheduling process for examinations. By use of the Motor Vehicle computer system, this provides better and faster services to the public, and allows the administrative staff to perform more accurately and efficiently. In the area of dealer licensing, many changes have taken place, both administratively and legislatively. Dealer information is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle inspectors in 1978 were given limited enforcement powers to ensure the dealer and titling laws are being complied with. Since that time their enforcement authority has broadened to include enforcement powers in most areas responsible to the Secretary.

LICENSES, PERMITS, ETC.:

Licenses:
- Driver licenses—Class (1) (2) (3)
- New and used car dealer
- Equipment dealer
- Motorcycle dealer
- Boat or snowmobile trailer dealer
- Loaner
- Transporter
- Bus operator
- Commercial driver education school license

Permits:
- Instruction—Class (1) (2) (3) and motorcycle
- Permit for dealer to operate loaded vehicles

Vehicle titles.

PUBLICATIONS:
- Driver Examination Manual—no fee
- Motor Vehicle Laws Title (29)—no fee
- Rules and Regulations—no fee
- Commercial Schools—no fee

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF LABORATORY SERVICES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255L; *Citation:* 5 M.R.S.A., Sect. 94

PURPOSE: The Division of Laboratory Services is established under the authority of the State Archivist to provide centralized photoduplication services and furnish copies of archival material (Photoduplication Laboratory); and provide records preservation and restoration services to ensure the physical protection and survival of the permanently valuable records of the State (Restoration Laboratory).

ORGANIZATION: The Photoduplication Laboratory became operational when construction of the Maine State Archives facility was completed in 1971; the Restoration Laboratory began operations in 1972 upon installation of fundamental equipment.

PROGRAM: The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microcilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies.

The Restoration Laboratory continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which is expected to be the major effort of the laboratory in the immediate future, in addition to supportive technical assistance as required by the other operating divisions.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State. Those working for Maine Municipal Association accreditation as Municipal Clerks receive accreditation points for completion of these workshops.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

MEDICAL ADVISORY COMMITTEE (RE: LICENSING OF DRIVERS)

DR. JOZEFOWICZ, CHAIRMAN
ROBERT C. BURKE, SOCIAL-MEDICAL COORDINATOR

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2879
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 259; *Citation:* 29 M.R.S.A., Sect. 547
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Medical Advisory Committee was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle

operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Committee. The Committee formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Committee was authorized in 1971 to consist of five members appointed by the Secretary of State with the assistance of the Commissioner of Human Services.

PROGRAM: Major accomplishments during the past fiscal year include:

1. New leadership is being provided by the appointment of Dr. Jozefowicz as Chairman of the Medical Advisory Committee. Current planning is underway for the adoption of new medical guidelines for driver licensure. The Committee has met twice with the Secretary of State during Fiscal 1981/1982.
2. The Committee in conjunction with the Secretary of State is developing Legislation for the pending Legislature to provide liability protection for physicians who report medical impairments of drivers to the Secretary of State.
3. Formation of a special "Visual Review Committee" composed of opthamologists and optometrists to develop standards for LOW VISION AID users. The Committee met in Augusta five times during the past fiscal year. The visual program is in place and new applicants are screened on an individual basis by the Committee.
4. As a result of the Committee intent and effort, a valid screening process has been developed for physically handicapped drivers. A physician specializing in Rehabilitation Medicine has been appointed to the Committee.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

DIVISION OF MOTOR VEHICLES

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1905 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250A; *Citation:* 29 M.R.S.A., Sect. 51A
Average Count—All Positions: 262 *Permanent Legislative Count:* 16

PURPOSE: The Division of Motor Vehicle was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and ten branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1975 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Executive Section and three Bureaus. Subsequently duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and four Divisions, Administrative Services, Driver Licensing Control, Examination and Enforcement and Public Services.

In FY 82 two new areas of responsibility were added to the Public Service Division...Fuel Identification Decal Branch and Photographic License/Identification Card Programs, and in June 1982 the Title and Anti-Theft Branch was moved from Public Services to the Division of Examination and Enforcement.

PROGRAM: FY 82 saw the Division charged with the responsibility of collecting a highway use fee for all out-of-state truckers and specific in-state vehicles. This was subsequently declared unconstitutional by the Court and a refund made to the out-of-state owners. A Fuel Use Identification Decal was initiated to provide information on the number of large vehicles 20,000 gross vehicle weight or over operating in the State of Maine. This is at a fee of $10.00 each.

During FY 82 efforts of the six New England States to establish a uniform title document resulted in a single order of 2,460,000 titles to the successful bidder at a uniform price to all, reducing the State of Maine cost by one-half.

In FY 82 the responsibility for the Commercial Driving School Program was transferred from the Motor Vehicle Division to the Department of Business Regulations as recommended by the Joint Standing Committee on Audit and Program Review.

LICENSES, PERMITS, ETC.:

License:
- Motor Vehicle Operator
- New and Used Car Dealer
- Equipment Dealer
- Motorcycle Dealer
- Boat or Snowmobile Trailer
- Loaner
- Transporter
- Titles issued for 1975 and newer vehicles which are registered
- Bus Operator

Registration:
- Passenger Car
- Truck
- Motorcycle
- Moped
- Trailer
- Tractor
- Antique Motor Cars
- Semi-trailers

Permit:
- Instruction (operator)
- Instruction (motorcycle)
- Transit (registration allowing one way trip of unregistered vehicle)

To Cross Highway (golf carts, lawnmowers, etc.)
Short term gross weight increase
To Operate School Bus

PUBLICATIONS:
Driver License Examination Manual (no fee)
Motor Vehicle Laws (no fee)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,403,958			3,401,048	2,910	
Health Benefits	136,779			136,679	100	
Retirement	512,545			511,996	549	
Other Fringe Benefits	10,594			10,594		
Computer Services—State	226,844			226,844		
Other Contractual Service	813,482			811,505	1,977	
Rents	136,795			136,795		
Commodities	673,894			673,894		
Grants—Subsidies—Pensions	33,063			33,063		
Buildings and Improvement	—645			—645		
Equipment	230,402			230,402		
Transfers to Other Funds	208,371			208,296	75	
TOTAL EXPENDITURES	6,386,082			6,380,471	5,611	

DIVISION OF PUBLIC ADMINISTRATION

JAMES S. HENDERSON, DEPUTY SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Room:* 221 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333 289-3676
Established: 1979 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250P; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 26.5 *Permanent Legislative Count:* 26.5

PURPOSE: The Division of Public Administration was established to designate that portion of the Department of State responsible for a variety of central filing activities. The Division has a significant contact with the public in a variety of areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code filings; oversight of the Administrative Procedures Act (adoption of administrative rules, regulations, guidelines); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; disclosure of information by lobbyist and political candidates and committees; engrossing of bills for the Maine Legislature.

ORGANIZATION: The Division supervises a wide variety of activities through seven bureaus. The Deputy Secretary of State is the Administrative head of the Division and the supervisors of the various bureaus report directly to the Deputy. The Administrative Clerk, who heads the Bureau of Administration, is responsible for general financial, personnel, and administrative services for the whole Division. Each Bureau supervisor is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel.

PROGRAM: The Division is currently undertaking an intensive effort to modernize its information storage and retrieval capability through the use of computer systems and modern management techniques. The following is a review of each Bureau and its major functions.

Bureau of Administration: This Bureau is basically responsible for financial and personnel matters. It accounts for the fees paid for filing documents with other bureaus.

Administrative Procedures Office: This bureau-level office is the depository for all state agency administrative rules. It has the responsibility to assure that such rules are adopted in compliance with requirements for public notice and hearing.

Commissions and Pardons Bureau: All commissions (such as notaries, board or committee memberships, etc.) are recorded officially. A computerized listing system produces currently updated reports by name, office, date of term expiration, organizational unit number, and other criteria. In addition, documents relating to pardons are filed here.

Bureau of Corporations: This Bureau is basically a repository for all records required by statute relating to domestic and foreign corporations—both profit and non-profit. The new Non-Profit Corporation Act, which requires biennial reporting, has significantly increased its workload. The Bureau is divided into a Recording Section, which reviews all documents for completeness prior to filing, and a Reports Section, which receives all periodic reports and provides information to the public concerning the status of all corporations.

Bureau of Elections: This Bureau supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections and to examine more closely the election campaign practices and expenditures, it is the prime objective of the Bureau to formulate the best possible procedures to insure honest, efficient and fair elections in which there will be maximum citizen participation.

Significant activities of the Election Bureau during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, registrars, and Boards of Registration of each community in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Election Laws.

Bureau of Public Disclosure: Recent trends toward public disclosure have produced several reporting functions which are consolidated in this Bureau. The Lobbyist Disclosure Law requires monthly reports of income and expenses. Political campaign reporting is under the direction of the Commission on Governmental Ethics and Election Practices. The Commission shares a staff member with the Bureau, thus allowing all disclosure reports to be processed through this agency.

UCC Bureau: The Uniform Commercial Code generates hundreds of filings and other transactions per day. Filings preserve security interests in personal property taken as collateral for loans.

LICENSES, PERMITS, ETC.:

Regulations:
- Regulation of Trading Stamp Companies

Commissions:
- Notary Public

Filings:
- Administrative Rules and Regulations
- Domestic Profit & Nonprofit Corporations
- Foreign Profit & Nonprofit Corporations
- Miscellaneous Filings by State Agencies
- Trade Marks & Servicemarks
- Uniform Commercial Code
- Uniform Limited Partnership
- Lobbyist Registrations

PUBLICATIONS:

Business Corporations, Laws Relating To
Corporations Without Capital Stock, Laws Relating To
Election, Laws Pertaining To
Election Officials Guidebook

Running for Office in Maine
Trade Mark & Servicemark Laws
Uniform Commercial Code at $1.50 per copy
Registered Lobbyists

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PUBLIC ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	367,502	357,827	9,675			
Health Benefits	12,547	12,547				
Retirement	57,005	55,625	1,380			
Other Fringe Benefits	845	831	14			
Computer Services—State	557	557				
Other Contractual Service	100,616	100,510	106			
Rents	11,753	11,667	86			
Commodities	109,131	109,131				
Equipment	471	471				
Transfers to Other Funds	376		376			
TOTAL EXPENDITURES	660,803	649,166	11,637			

PUBLIC SERVICES DIVISION

GEORGE WHALEN, DIVISION CHIEF
JENNIE BREED, BRANCH CHIEF

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3656
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1970 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250S; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 84 *Permanent Legislative Count:* 16

PURPOSE: The purpose of the Public Services Division is to administer those Motor Vehicle Laws of this state pertaining to the registration of all types and classes of motor vehicles, to issue motor vehicle operator license renewals, to issue motor vehicle titles, and, to establish reciprocity agreements relating to these subjects with other jurisdictions.

ORGANIZATION: Public Services was established as one of four Bureaus of the Motor Vehicle Division in 1970, and reorganized in 1978 into a Division. The Bureau was significantly expanded in 1974, as a consequence of the enactment of the Motor Vehicle Title and Anti-Theft Law, which requires the titling of all 1975 model year vehicles and those subsequently manufactured. The Title Law serves to provide registrants with a document of vehicle ownership, provides a standard method of recording liens on vehicles, and also serves as an anti-theft measure. The Bureau of Public Services was further expanded in 1976 by the implementation of the municipal or local registration program, which authorizes the Secretary of State to appoint municipal tax collectors to process vehicle registrations. This program has been well received, both by the public and by municipal officials, to the extent that three hundred and sixty communities now participate in the program, and collectively process some 12 million dollars in registrations each year. Prior to establishment of the municipal registration program, the public was obliged to either visit one of the ten Motor Vehicle Branch Offices located

throughout the state, or to mail their application to the main Motor Vehicle Office in Augusta, in order to have license and registration applications processed.

The Title and Anti-Theft Branch was moved to the Division of Examination and Enforcement in June 1982.

PROGRAM: Fiscal Year 1982 was highlighted by the continued expansion of the municipal registration program. The authority of municipal agents was expanded so that they may now process trailer reregistrations on special mobile equipment, special equipment and hearses. During the year agents from thirty communities underwent special training provided by the Division of Public Services and are now qualified to issue new registrations. The total now so authorized is 133 with the total number of communities authorized to issue both new registrations and reregistrations leveling at 360.

One long range plan developed in fiscal year 1982, and will be implemented commencing on July 1, 1982, provides for the issuance of driver licenses that will contain a personal photograph of the licensee. A pictured license will be issued when a person obtains their first Maine license and at time of each renewal thereafter. The picture requirement is optional for persons age 65 or older. The pictured license will provide a positive means of identification and will be helpful to law enforcement officials, credit institutions and merchants.

The Motor Vehicle Title Law was further refined by enactment of a Salvage Law, which requires issuance of a distinctive certificate to both advise and protect owners and subsequent buyers, that a vehicle is a salvage or rebuilt vehicle.

LICENSES, PERMITS, ETC.:

Motor Vehicle Operator Licenses
Vehicle Registrations
Transit permits for one trip only
Short-term registered weight increases
Highway crossing permits (golf carts, etc.)

PUBLICATIONS:

Motor Vehicle Laws (no fee)
Brochure covering Registration & License Requirements (no fee)

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF RECORDS MANAGEMENT SERVICES

THEODORE T. GINGROW, RECORDS MANAGEMENT OFFICER

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255R; *Citation:* 5 M.R.S.A., Sect. 94

PURPOSE: The Division of Records Management Services is established under the authority of the State Archivist to assist other State agencies in the effective management of their current and semi-current records by means of retention-disposition schedules and by technical assistance to improve procedures for creating, maintaining, storing and servicing records.

ORGANIZATION: The Division became operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State government, including a review of prior-approved schedules. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that will apply to large classes of facilitative records common to all agencies in State government.

Divisional staff have continued a program to review and conduct feasibility studies for other agencies related to the procurement of records storage and retrieval equipment and for microform applications. The staff has also provided extensive technical assistance to other State agencies through specialized records management studies and projects.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

ADVISORY COMMITTEE ON STATE TELECOMMUNICATIONS

LEIGHTON COONEY, DIRECTOR BPI

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333
Established: October 1, 1975 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 301; *Citation:* 5 M.R.S.A., Sect. 350
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

DEPARTMENT OF TRANSPORTATION

GEORGE N. CAMPBELL, JR., COMMISSIONER
DANIEL WEBSTER, JR., Deputy Commissioner

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229; *Citation:* 23 M.R.S.A., Sect. 4205

Average Count—All Positions: 2,400 *Legislative Count:* 7

Organizational Units:

Bureau of Finance and Administration
Bureau of Transportation Services
Bureau of Planning
Bureau of Project Development
Bureau of Maintenance & Operations
Bureau of Construction
Human Resources and Special Services Group
Office of Policy Analysis
Office of Legal Services
Office of Internal Audit
Maine State Ferry Advisory Board
Maine Port Authority
Maine Aeronautical Advisory Board

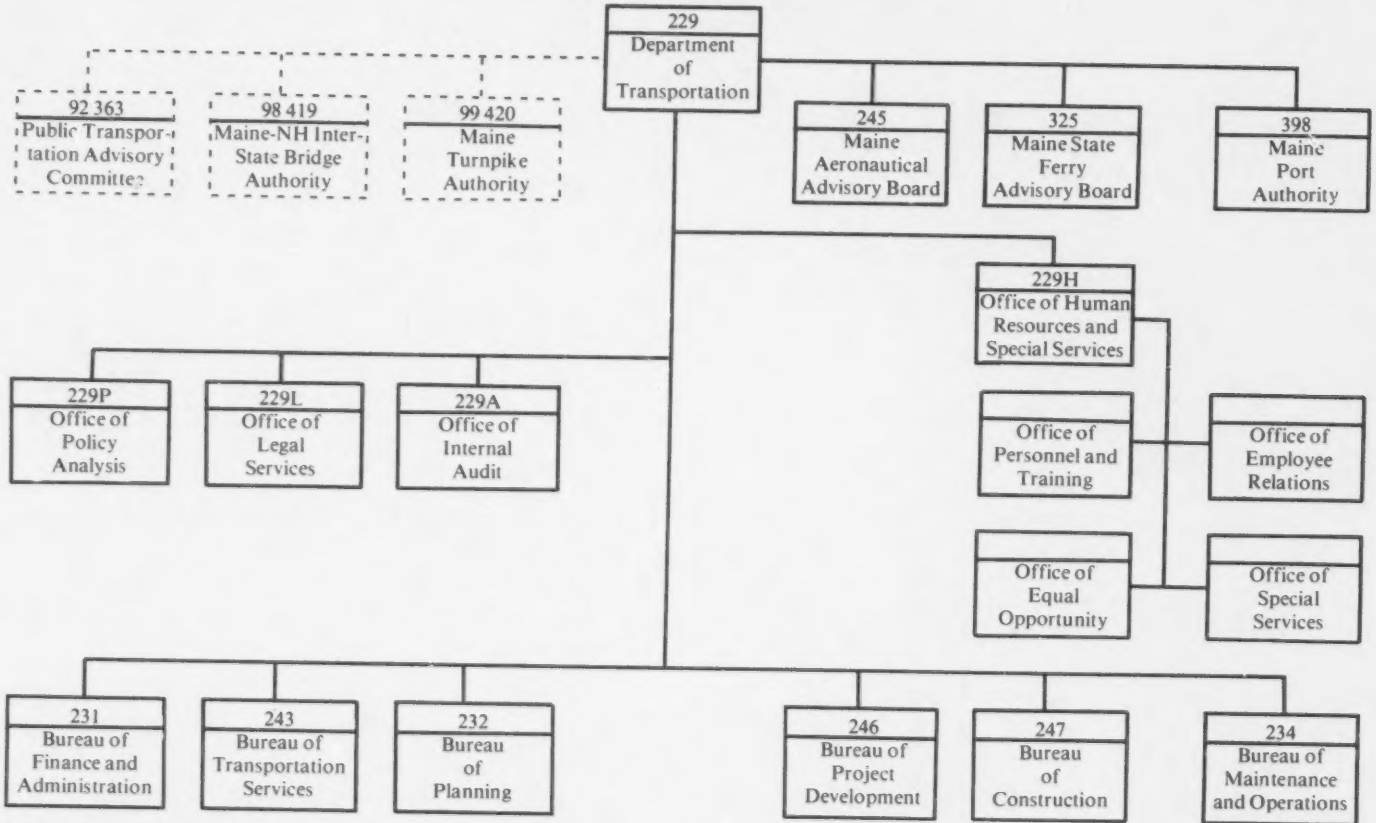
PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities as required to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to administer laws relating to aeronautics, advance interest in aeronautics and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor.

With the major expansion of the State's highway system and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics and the

ORGANIZATIONAL CHART
DEPARTMENT OF TRANSPORTATION
UMB 17



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	35,447,515	137,420		33,184,474		2,125,621
Health Benefits	1,467,077	3,860		1,278,814		184,403
Retirement	5,641,011	21,435		4,937,623		681,953
Other Fringe Benefits	107,320	405		91,396		15,519
Other Contractual Service	20,697,589	169,045	28,513	5,443,530	174,161	14,882,340
Rents	17,371,702	313	559	17,101,490	1,402	267,938
Commodities	12,420,122	5,171		11,405,842	1,584	1,007,525
Grants—Subsidies—Pensions	8,655,065	412,332		4,038,849	4,056,961	146,923
Purchases of Land	5,715,416			4,087,038	16,447	1,611,931
Buildings and Improvement	71,983			30,011		41,972
Equipment	52,750,412		252	1,862,726	50,611,597	275,837
Interest—Debt Retirement	9,960,276			9,841,026		119,250
Transfers to Other Funds	3,317,670	1,626,609	93	1,506,929	502	183,537
TOTAL EXPENDITURES	173,623,158	2,376,590	29,417	94,809,748	54,862,654	21,544,749

Maine Port Authority. The Department established a Maine State Ferry Advisory Board in 1975 and in June, 1976, the Department moved to a new transportation building on Child Street. This move consolidated all the various bureaus and divisions into one location. In 1979 the Legislature created the Bureau of Public Transportation and in December, 1980, the Bureau of Safety, the Vehicle Safety Commission and the Maine Highway Safety Committee were transferred to the Department of Public Safety. In February, 1981, the Legislature authorized the Commissioner to organize the Department into such bureaus, divisions and other units as he deems necessary to fulfill the duties of the Department, provided at all times there shall be the Bureaus of: Finance and Administration; Transportation Services; Planning; Project Development; and Maintenance and Operations. The Department's organization chart reflects these Bureaus and other units administratively established by the commissioner.

PROGRAM: The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1982: The expenditures of the Chief Administrative Unit are, by administrative decision, included with those of the Bureau of Finance and Administration.

BUREAU OF FINANCE AND ADMINISTRATION

HENRY L. CRANSHAW, DIRECTOR
STANLEY J. SOBUS, Assistant Director

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2641
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 231; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 60 *Legislative Count:* 0
Organizational Units

Financial Management Division
Systems & Support Services Division
Computer Services Division
Contract Audit Section

PURPOSE: The Bureau of Finance and Administration is established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, contract auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services, and photographic services.

ORGANIZATION: The Bureau of Finance and Administration originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department and assigned to the Department's Bureau of Administrative Services. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in February, 1981, to Finance and Administration and has been reorganized to include the Divisions of Financial Management, Systems and Support Services, Computer Services, and Contract Audit.

PROGRAM: In recognition of a declining revenue environment and the inflationary cost trend, considerable effort was devoted to the fiscal management of all Department programs. Considerable effort was expended in a detailed review and comparison of actual revenues with estimated projections and the development of revised expenditure limits for the various programs. In addition, the reduction in revenues, in conjunction with a substantial increase in operating expenses, necessitated a comprehensive review of all requirements for travel, purchasing supplies and equipment, and filling personnel vacancies.

In an effort to increase the cash flow of Federal funds received from the Federal Highway Administration, the Bureau is utilizing a bi-monthly Federal billing system which results in additional income through increased interest revenues. Considerable effort was employed during the year in the development of new organizational unit codes to be used for the purpose of assisting and improving Department cost accounting records and procedures. This computerized code system will permit financial reports to be generated which will provide Bureau and Division Heads with information concerning all expenditures by individual units within their organizations. The new system was utilized on a test basis and effective July 1, 1982 will be used as a primary source of data for financial management within the Department.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FINANCE AND ADMINISTRATION (TRANSPORTATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,146,054			2,146,054		
Health Benefits	74,743			74,743		
Retirement	381,222			381,222		
Other Fringe Benefits	1,000			1,000		
Other Contractual Service	1,083,258			1,083,258		
Rents	479,521			479,521		
Commodities	273,651			273,651		
Grants—Subsidies—Pensions	765,439			765,439		
Purchases of Land	5,210			5,210		
Equipment	103,780			103,780		
Transfers to Other Funds	1,153,462			1,153,462		
TOTAL EXPENDITURES	6,467,340			6,467,340		

MAINE AERONAUTICAL ADVISORY BOARD

ROBERT B. DAVIS, CHAIRMAN
RICHARD P. DiPIETRO, Director, Aeronautics Division

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3185
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: March 27, 1978 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 245; *Citation:* 6 M.R.S.A., Sect. 302
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION: The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directions and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Aeronautics Division is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

PROGRAM: The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and with improving the State's role in State-wide aviation matters.

The Board looks forward to the next fiscal year with enthusiasm for an even greater involvement in the matters which effect aviation in the state.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

BUREAU OF CONSTRUCTION

RALPH A. STEVENS, DIRECTOR, DEPUTY CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2171
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1970 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 247; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 160 *Legislative Count:* 0
Organizational Units:
Highway Division
Bridge Division

PURPOSE: The Bureau of Construction is responsible for the highway and bridge construction engineering and inspection associated with the construction contracts awarded by the Department.

ORGANIZATION: In 1970, a Construction Division was established by combining the construction elements of the former Federal Aid and State Highway, Interstate, and Bridge Divisions into a new functional unit. As recommended by the Ernst & Whinney Management Study, the Construction Division was elevated to Bureau status by administrative action in June 1981. The internal organization of the Bureau includes the Divisions of Highways and Bridges.

PROGRAM: During Fiscal Year 1982, the Bureau of Construction through its administratively created divisions, assumed contract administration, construction engineering and construction inspection responsibility for seventy-nine contracts amounting to an estimated $37,000,000.00 as follows:

24 Complete highway construction contracts (including bridges)
14 Highway paving contracts
4 Highway intersection improvement contracts
1 Highway widening contract
1 Veterans Memorial Cemetery contract

18 Bridge construction contracts (including approaches)
2 Bridge deck rehabilitation contracts
2 Rest area contracts
2 Bureau of Transportation Services contracts
1 Bridge widening contract
1 Truck weighing station contract
1 Bridge painting contract
3 Traffic Signals contracts
1 Toll Plaza contract
1 Highway Signing & Lighting contract

LICENSES, PERMITS, ETC.:

Permits:

The Bureau conducts tests and issues Field Welder Certifications for Welders who weld on bridges.

PUBLICATIONS:

American Welding Society Publications—On location use only.
American Concrete Institute Publications—On location use only.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSTRUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,010,801			10,010,801		
Health Benefits	312,276			312,276		
Retirement	1,376,867			1,376,867		
Other Fringe Benefits	12,806			12,806		
Other Contractual Service	1,943,573			1,943,573		
Rents	647,567			647,567		
Commodities	132,716			132,716		
Grants—Subsidies—Pensions	184,323			184,323		
Purchases of Land	4,013,489			4,013,489		
Equipment	45,371,517			−3,693,704	49,065,221	
Interest—Debt Retirement	9,841,026			9,841,026		
Transfers to Other Funds	54,537			54,537		
TOTAL EXPENDITURES	73,901,498			24,836,277	49,065,221	

MAINE STATE FERRY ADVISORY BOARD

OLGA CARLETON, CHAIRMAN

Central Office: Transportation Bldg., Augusta *Telephone:* 863-2517
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 325; *Citation:* 23 M.R.S.A., Sect. 4301
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Com-

missioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

PROGRAM: Members of the Maine Ferry Service Advisory Board during FY 82 were: Olga Carleton, Chairman—Vinalhaven; David G. Benson—Southwest Harbor; James D. Gillispie—Swan's Island; David L. Lunt—Frenchboro; Patricia Curtis—North Haven; Capt. Gilbert Hall—Camden; Horatio Knight—Rockland; and Gregg Marquis—Islesboro.

The major topic of discussion during the year were the recommendations of the Sunset Review Committee. The Board in cooperation with the Department, made recommendations to the Sunset Review Committee as to how the costs of operating the Ferry Service should be shared between the users and the State.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of Bureau of Finance and Administration.

OFFICE OF HUMAN RESOURCES AND SPECIAL SERVICES

NANCY J. KENNISTON, ASSISTANT TO THE COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1981 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229H; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 19 *Legislative Count:* 0

Organizational Units:

Office of Personnel and Training
Office of Equal Opportunity
Office of Employee Relations
Office of Special Services

PURPOSE: To support and advise the Commissioner of Transportation in matters of legislative liaison, public relations, internal communications, and the internal and external human resources, programs and policies in the areas of affirmative action, equal opportunity, labor relations, and personnel and training.

ORGANIZATION: The unit was administratively established in 1981 to include the functions and activities of the offices indicated under Organizational Units.

PROGRAM: During the year this Office served as the Legislative liaison for the Department to provide direct contact with Legislative officials and to evaluate and coordinate all information and requests submitted for legislation to ensure that the legislation is consistent with the operational requirements of the Department. In addition, the Office participated and assisted in the development of Department policy on a wide variety of high-level issues. Effort was also devoted to the monitoring and reviewing of affirmative action grievances and complaints on behalf of the Commissioner. The programs and activities of the other offices in this Unit are as follows:

Personnel and Training. This office provides the traditional administrative functions of record keeping and processing of personnel transactions; and also provided for Department-

wide training programs and the extensive safety programs necessary for a labor-intensive work force. The primary goal was to provide employees who are properly classified, paid, motivated and trained to perform the various missions of the Department in a safe and efficient manner. This required planning for present and future needs, ensuring proper selection and placement, and development of a variety of supervisory, career development and orientation training programs, personnel safety training programs and policies.

In addition to the standard, primarily competitive personnel systems used in most state agencies, the Department's highway crew personnel system has several unique features due to seasonal functions, geographic dispersal and need for alternate equipment operators upon short notice.

Employee Relations. This Office represented the Department at all levels of the appeals process utilizing four contracts Statewide, investigated and recommended course of action in grievance resolution at all lower levels of the Grievance Procedures, and represented the Commissioner at Department head level of Procedures and also at level of Governor's Office Employee Relations (G.O.E.R.), worked in conjunction with the legal staff in preparing and presenting grievance at arbitration level. In addition, instructed supervisors at all levels in interpretation and application of the provisions of the four different contracts involved between the State and the Employee Organization; investigated, recommended, and participated in disciplinary hearings; made recommendations in the area of Labor Relations relative to proposed policy changes or new policies; and participated at the bargaining table for each set of contract negotiations.

Equal Opportunity. This Office is responsible for developing and implementing MDOT programs for internal equal employment opportunity, affirmative action, Title VI, Section 504, Minority Business Enterprise, EEO Contract Compliance, On-the-Job Training, Small Business Procurement Policy, and to further improve the internal and external coordination of equal opportunity activities.

The internal Equal Employment Opportunity Program placed increased emphasis on training of supervisory employees in affirmative action/EEO management. Women-owned businesses become participants in the Department's Minority Business Enterprise Program. In April, 1981, the Office was assigned the Department's advocacy function for Small Business. In May a Small Business Advisory Board was established to allow continuing communications between OEO and small business interested in the Department's contracting activities.

Special Services. This Office provides a number of services, including mapping services for MDOT, other State departments and the general public; maintenance of media relations; public information to citizens of Maine regarding the policies and activities of the Department of Transportation; information to Department employees; and numerous miscellaneous activities peculiar to the category of special services.

PUBLICATIONS:

County Maps (Large scale $1.00, small scale $.15
Urban Maps ($.75)
Traffic Flow Maps
Minor Civil Division Maps

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included in the financial display for the Bureau of Finance and Administration.

OFFICE OF INTERNAL AUDIT

ROBERT B. BOOTH, DIRECTOR

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Telephone: 289-2902

Established: 1981
Sunset Review Required by: June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229A; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 7
Legislative Count: 0

PURPOSE: To perform organization-wide audits of the Department of Transportation at the direction of the Commissioner, and to develop and implement the necessary plans and programs to accomplish cyclical audits of financial operations, including compliance with certain provisions of Federal law and regulation.

ORGANIZATION: The Office of Internal Audit was established in June, 1981 in response to one of the Ernst & Whinney Management Study recommendations.

PROGRAM: During the first year of operations, considerable efforts were concentrated to develop and coordinate audit plans and programs for internal and external audits of federally assisted programs and grants administered by MDOT.

An internal audit plan was submitted, and received Federal approval, for an organization-wide audit covering the three-year period ending June 30, 1983. Reviews were initiated in four of the ten designated control areas, and three have been completed.

External audits were completed for thirty-six negotiated contracts and grants with consultants, utilities, railroads, and others. Plans were initiated to perform annual audits of recipient organizations having multiple or recurring contract activity.

FINANCES, FISCAL YEAR 1982: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

OFFICE OF LEGAL SERVICES

JOHN B. WLODKOWSKI, CHIEF COUNSEL

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Telephone: 289-2681

Established: 1972
Sunset Review Required by: June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229L; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 19
Legislative Count: 0

PURPOSE: The primary purpose of the Office of Legal Services is to provide the necessary legal counsel for the Department of Transportation. Accordingly, the Office regularly provides legal opinions, prepares title reports, and represents the Department before state and federal courts, commissions, and boards.

ORGANIZATION: The Office of Legal Services originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of Transportation in the State Government reorganization of 1972. In December, 1980, the responsibility for investigating and processing accident and damage claims received by the Department and the review of processing of Workmen's Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

PROGRAM: During this year the Office completed and updated for the Department 2,842 title abstracts, which represents 2,276 pre- and 566 post-condemnation titles. Forty-six condemnations were recorded. Three titles were prepared for the Atorney General's Office. The Office processed 164 State Claims Board referrals; 102 were presented for hearing and 127 were settled. In addition, 11 eminent domain appeals were perfected at the Superior Court level. The Office staff was also involved in 6 tort claim cases and 10 other matters in Superior Court, 2 appeals before the Supreme Judicial Court, and 1 case in U.S. District Court. A total of 58 workers' compensation claims have been disputed. Seventy-one accounts totalling $135,643 were referred to the Office for collection and over $74,000 was recovered for the Department. The Office also began assisting the Department with the regulation of common carriers, which was previously under the jurisdiction of the Public Utilities Commission. The Office also rendered advice and counseling services, drafted numerous contracts, lease and legislative documents, wrote opinions and performed research in connection with the activities of the Department.

FINANCES, FISCAL YEAR 1982: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

BUREAU OF MAINTENANCE AND OPERATIONS

ALDEN G. SMALL, DIRECTOR, DEPUTY CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2661
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 234; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 1,600 *Legislative Count:* 0

Organizational Units:

Highway Maintenance Division
Bridge Maintenance Division
Traffic Engineering Division
State Aid Division
Motor Transport Service
Radio Operations Section
Permit Section

PURPOSE: The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 10,515 miles of State and State-aid highways; the winter maintenance of 3,600 miles of State highways; the maintenance of 2,800 bridges on State, State-aid, and town highways; the coordination of the State-aid highway construction program; the maintenance and installation of traffic control devices on State and State-aid highways; the management of an equipment fleet for the Department of Transportation; the Overlimit Permit Statute; management of the Department's communication system; and the maintenance of safety rest areas.

ORGANIZATION: The internal organization remains the same and the programs and activities of the several divisions, sections and programs are as follows:

PROGRAM:

Highway Maintenance Division.

Winter Maintenance: This past winter, although severe when compared to the previous two winters, was in actuality a normal winter for our dedicated and capable employees.

We supplemented our normal maintenance duties with numerous fuel-energy saving activities in our equipment storage buildings, as well as division offices. It has been estimated that our fuel expenditures were cut by one-third. The methods that enabled us to do this was as follows: The addition of insulation to the ceiling areas; extensive work on overhead doors, which included eliminating some completely; retrofitting old doors and installing styrofoam on

the insides of all others; and the installation of 113 automatic temperature controls which keep the temperature lower in the buildings when unoccupied.

As stated in last year's annual report, the installation of radios in plow vehicles has enabled us to extend plow routes and be more efficient. At the start of this coming season nearly 100% of the plow vehicles will be radio equipped. The only exception will be the negative ground wheelers, where there is technical problems getting proper equipment.

Summer Maintenance: Weed and Brush Control. This program evolves largely around foliar herbicide spraying of roadside brush, guardrail/drainageway weeds, landscape planting weeds and grass growth retardants. Hand cutting of brush is the department's only available option to chemical spraying. It is utilized during Fall, Winter and Spring months for removing oversized brush that creates high hazard conditions. Hand cutting and removal of brush is approximately 60 times more costly than spraying.

Presently, the department maintains an active employee roster of 120 licensed pesticide applicators with the Maine Board of Pesticides Control. Worker safety and program quality control training is conducted by the Department on a continuing basis. Close liaison with poison control centers have been effective in developing a comprehensive screening process for pesticide selection and application, the result of which is a 50% reduction of pesticide usage per acre and lower program costs.

The Department continues to pursue management strategies for alternatives to total chemical dependance. The incentives in this approach are developed around cost effectiveness, lasting performance and environmental mitigation. Progress remains slow and hypothetical because of low priority research that is traditionally given to integrated pest management development for non-crop agriculture.

Bridge Maintenance Division. Preventive maintenance including bridge cleaning, linseed oil treatment of concrete, joint sealing, channel protection, etc. continued to be high priority work. Major maintenance work included the rehabilitation of eighteen bridge decks and the painting of seventeen structures. Operations and Maintenance of the eight draw bridges was continued.

Force account work included construction of the Michael Stream Bridge in Lexington under the Town Way Bridge Program: Widening of the Cook Brook Bridge in Houlton under the Bridge Act Program; installing and dismantling a Bailey Bridge as an emergency temporary bridge at No. Howland; removal of a temporary Bailey Bridge in service for several years at Addison; and the installation of a temorary Bailey Bridge over Trout Brook in Baxter State Park.

Bridge inspection of state maintained bridges was continued. Several Bridge Construction and Design personnel were given a training seminar and assigned to the inspection of bridges maintained by the municipalities.

Traffic Engineering Division. The Traffic Engineering Section continued maintenance and installation of traffic control devices.

Painted Pavement Markings were applied at 172 locations to provide lane use control and advance warning for stop and yield intersections and railroad crossings. 62,000 gallons of paint were used to apply centerline and edge line pavement markings on the Interstate System and approximately 2600 miles of conventional highways. Centerline pavement markings on conventional highways was accomplished under a Federally funded project to update/correct the beginning and ending locations of No-Passing zones in order to comply with current standards. This project is scheduled to be accomplished over two seasons and utilizes information developed under a previous Federal Project completed in 1980.

Maintenance operations on Electrical Systems, Flashing Beacons, and Street Lighting Systems were continued, with reductions in Street Lighting levels where possible. 14,368 signs were manufactured and distributed to the various sections and divisions for distribution.

Plans and specifications were developed for 31 traffic signal projects, 2 major signing projects, 2 major lighting projects, and 90 traffic control plans (TCP) for construction projects. We are also continuing work on a statewide Federal Aid Project study on the operation of about 160 signalized intersections throughout the State. It is the objective of this study to improve the efficiency, safety, and reliability by improved utilization of existing equipment and conditions.

As a part of Maine's so-called, "Billboard" law; "Official Business Directional Signing regulations have been implemented in Lincoln, Knox, Waldo, Penobscot, Somerset, and Piscataquis counties in addition to Franklin, Oxford, Somerset, Aroostook and Washington

counties. Pre-approval locations review and installation of approved business signs are accomplished by Traffic Engineering personnel.

Division Traffic Engineers continue to carry out functional operations at the Division level, including reviews of requests from other operating divisions, and bureaus from within the Department and from other State and Federal agencies as well as from municipalities and private citizens.

Safety Rest Area Program. The Maintenance and Operations Division maintains approximately 110 Safety Rest Areas and 115 Turnouts. The rest areas are spaced along routes most likely to carry the long distance traveler. Their purpose is to provide locations for motorists to leave the road for rest and relaxation. Motorists can then continue on their journey a more alert and safer driver.

The rest areas provide tables for picnics and many have shelters, fireplaces, drinking water and rudimentary toilet facilities. Six rest areas provide flush toilet facilities.

The rest areas on I-95 are the most used with the heaviest volume of motorists stopping at Kittery, Pittsfield, southbound; Pittsfield, northbound; and Augusta. These four areas have modern flush toilet facilities available to the motorists.

Other rest areas which receive heavier than normal usage are Bethel and Skowhegan on Route 2 and West Bath, northbound, Newcastle and Rockport on Route 1.

Permit Section. For the fiscal year beginning July 1, 1981 thru June 28, 1982, the Permit Section, including the 7 Division Offices, issued a total of 15,127 Overlimit Permits for moving loads that exceeded the legal limits. A total of 485 Road Opening Permits were issued for repair work or for new utility installations. Thirteen (13) Fuel Oil Delivery Vehicle Exempt Certificates and twenty-three (23) Bulk Milk/Grain Exemption Certificates for Posted Roads were issued. No permits were issued to make transit moves for vehicles with studded tires.

Radio Operations Section. The Radio Operations Section continues its efforts to modernize its communications equipment and facilities. Twenty-four radios will be purchased this year to replace units dating back to the mid-sixties. Most of the original communications equipment has now been replaced.

Motor Transport Service. 50 Pickups were purchased this past year. 46 Patrol Trucks and 7 Wheelers were also purchased and are in the process of being outfitted. We will be purchasing 35 Patrols and 10 Wheelers this year. The financial operations of MTS have been transferred to the Bureau of Finance and Administration.

State Aid Division. Effective July 1, 1981, the Joint Fund State Aid Program was repealed. Accumulated State Aid units raised by towns prior to January 1, 1981 and "new" units as necessary to complete projects under agreement prior to January 1, 1981 will be honored by the State if committed by towns to specific projects prior to November 1, 1981. Approximately 19½ million dollars of Joint Fund State Aid was committed prior to the commitment deadline. Project work as controlled under the old State Aid Statutes and operating procedures will continue until committed funds are exhausted. There is no time limit on the expenditure of committed State Aid funds.

Town Road Improvement Program. Effective July 1, 1981, the Town Road Improvement Program was repealed. Unused balances from prior allocation remain available for project reimbursement until June 30, 1983. On July 1, 1983, the Town Road Improvement balances remaining will be returned to the general highway fund and will no longer be available to municipalities under the Town Road Improvement Program.

LICENSES, PERMITS, ETC.

Permit:
- Road Opening
- Driveway Entrance
- Overlimit (Height, Weight, Width, Length) Vehicles
- Studded Tires

Certificate:
- Fuel Oil Exemption
- Axle and Gross Weight

PUBLICATIONS:

Commercial Vehicle Limit Pamphlet—no fee
Regulations and Instructions Governing Overweight and Overdimension—no fee

Limiting Structures on State and State Aid Highways (Available from Bureau of Administrative Services—$2.00; if mailed, $3.00)

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	21,207,847			20,135,626		1,072,221
Health Benefits	1,010,658			862,644		148,014
Retirement	3,558,864			3,033,908		524,956
Other Fringe Benefits	90,426			77,590		12,836
Other Contractual Service	14,396,366			1,996,464		12,399,902
Rents	16,132,143			15,880,575		251,568
Commodities	11,898,004			10,986,968		911,036
Grants—Subsidies—Pensions	4,382,394			4,382,360		34
Purchases of Land	68,339			68,339		
Buildings and Improvement	30,011			30,011		
Equipment	5,677,907			5,434,663	243,244	
Transfers to Other Funds	426,626			252,170		174,456
TOTAL EXPENDITURES	78,879,585			63,141,318	243,244	15,495,023

BUREAU OF PLANNING

GEDEON G. PICHER, DIRECTOR

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Telephone: 289-3131

Established: 1972
Sunset Review Required by: June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 232; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 45
Legislative Count: 0

Organizational Units:
Systems Planning Division
Program Management Division
Safety and Data Systems Division

PURPOSE: The Bureau of Planning was established to ensure provision of adequate, safe and efficient highway transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning as will meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau appears as spokesman for the State as the Commissioner's representative, before such national, regional, state and local agencies, groups of organizations as is deemed necessary to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred

to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. In December, 1980, and in accordance with a recommendation of the Ernst and Whinney Management Study, a group incorporating accident safety records and other safety programming efforts was formed and assigned to the Bureau. In February, 1981, the title of the Bureau was changed by legislative action to the Bureau of Planning, and includes a Division of Systems Planning, Division of Program Management, and a Division of Safety and Data Systems.

PROGRAM: The Bureau remains structured and tied to the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows:

Systems Planning. This Division is responsible for transportation planning within the State, specifically for continuing transportation planning efforts in the Portland and Lewiston-Auburn urban areas. Special transportation studies are also undertaken in rural and urban areas when necessary.

Program Management. This Division developed the MDOT biennial Transportation Improvement Program based on in-field reviews of project requests from private individuals, municipal officials, and MDOT personnel. Projects were selected based on a critical project evaluation and priority analysis. This Division also maintains highway statistics including a history of Federal and State highways.

Safety and Data Systems. This Division is responsible for the compilation of accident data based on accident reports forwarded by the Maine State Police. Accumulated information is condensed to identify "High Accident Locations" and supply a five year record of accidents at any point on approximately 5,500 miles of Federal-aid and State highways in Maine. This data is entered into the Bureau's computer based Transportation Integrated Network Information System for ready access by Planning as well as other Bureaus within the Department and safety program evaluations are conducted on a continuing basis.

Other responsibilities include the collection and compilation of data from traffic counting, vehicle classification, sufficiency rating, truck weighing and speed monitoring.

PUBLICATIONS:

Transportation Improvement Program
Rail Safety Improvement Program

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PLANNING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	891,993			891,993		
Health Benefits	29,151			29,151		
Retirement	145,626			145,626		
Other Contractual Service	420,235			420,235		
Rents	93,827			93,827		
Commodities	12,507			12,507		
Grants—Subsidies—Pensions				—1,293,273	1,293,273	
Equipment	17,987			17,987		
Transfers to Other Funds	46,760			46,760		
TOTAL EXPENDITURES	1,658,086			364,813	1,293,273	

OFFICE OF POLICY ANALYSIS

WALTER J. VERRILL, DIRECTOR

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Telephone: 289-2902

Established: 1980
Sunset Review Required by: June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229P; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 6
Legislative Count: 0

PURPOSE: To provide intensive analysis of selected areas and programs within the Department in order to assist the Commissioner in determining policy direction for the Department.

ORGANIZATION: The Office was administratively established in November, 1980 in response to one of the Ernst & Whinney Management Study recommendations. A permanent Director was assigned and appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

PROGRAM: Active projects include a Highway Cost Allocation Evaluation and the evaluation of and recommendations for a Pavement Management System.

Highway Cost Allocation. This evaluation was ordered by the 110th legislature. An 11 member Steering Committee jointly appointed by the Governor, the President of the Senate, and the Speaker of the House oversees general direction of the study and will generate a final report in November, 1982. The department will draft legislation embodying the majority findings of that final report for introduction to the 111th Legislature in January, 1983.

During fiscal 1982, some 13 committee meetings and three public hearings were held. A consultant firm was engaged to review the validity of Maine traffic and other key data and aid in its extension. Methodology to determine vehicle responsibility for expenditures and credit for revenues was established and a critical review was initiated.

Pavement Management. Four full scale random sample surveys were conducted from May thru September, 1981. The majority of these data were analyzed and their results are finding their way into departmental usage. These surveys are being continued to establish the performance of the highway systems overtime. A recommendation for a permanent Pavement Management System together with staffing requirements and early objectives was made in late May of 1982. This was folowed by the administrative action necessary to establish and support the function. Pavement Management activities will be continued within the Office of Policy Analysis until a separate unit is staffed and assigned to an operational Bureau of the Department.

General. Two members of the original office professional staff completed their service and returned to their former units. Two new members were recruited to continue project activity under way.

FINANCES, FISCAL YEAR 1982: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

MAINE PORT AUTHORITY

GEORGE N. CAMPBELL, JR., PRESIDENT
DAVID H. STEVENS, Secretary

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1951 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 398; *Citation:* 1929 P&SL, Chap. 114
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At this time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under a new Bureau of Waterways.

The Maine Port Authority consists of a board of 5 directors, who broadly represent the coastal areas of the State. Four directors are appointed by the Governor. The remaining director is the Commissioner of Transportation, who serves as chairman of the board of directors and president. The directors elect a treasurer and such other officers as the board of directors may from time to time deem necessary.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Transportation Services.

BUREAU OF PROJECT DEVELOPMENT

RICHARD A. COLEMAN, DIRECTOR, BUREAU OF PROJECT DEVELOPMENT AND CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2055
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 246; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 345 *Legislative Count:* 0

Organizational Units:

Location and Environment
Design
Right of Way
Materials and Research
Project Scheduling

PURPOSE: The primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, once funding has been approved, to the point of construction contract award. Certain Divisions within the Bureau; primarily Location and Environment, Materials and Research, and Right-of-Way; also serve the Department and the public in non-project-related activities according to their particular expertise.

ORGANIZATION: The project development concept was begun as a part of the Department's reorganization in 1972 when Project Development Unit was formed as part of the Bureau of Highways. In line with changes suggested by the Ernst & Whinney Management Study, the Bureau of Highways was abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau remains essentially the same and includes the divisions of Location and Environment, Design, Right-of-Way, Materials and Research, and Project Scheduling. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Divisions. Also, demands are placed upon these Divisions for services by other units of the Department, other State agencies and the public.

PROGRAM: The Bureau of Project Development advanced 93 projects to the construction state during the fiscal year. These projects had a contract value of nearly $40.0 million. The Department's overall capital improvement program continues to emphasize improvements to the existing transportation network rather than additions to it. Conscious efforts are made throughout the project development process to minimize the impact that construction of a project will have on both the surrounding, natural environment and abutting property owners. The general goal is to provide the transportation system user with the most cost efficient improvement possible. Development of highway and bridge improvement projects to construction during this period was restricted due to constraints placed on the use of otherwise available federal-aid funds. Nevertheless, a number of minor projects were awarded to contractors for construction, including: Saco, I-195 highway and bridges; Nobleboro-Waldoboro and Northport, U.S. 1; and the Bangor, Hogan Road bridge. Other programs and activities of the Divisions are as follows:

Location and Environment. This Division, formerly Location and Survey, was reorganized effective July 1, 1981 and renamed accordingly to reflect its new scope of responsibilities. The Division now consists of two sections, namely the Location Section and the Environmental Services Section.

The Location Section has four Engineering/Technical units responsible for conducting location analysis, performing survey activities, providing photogrammetrics and survey control, and providing public displays and/or graphics as necessary for capital improvement projects. The consolidation of all of these engineering/technical functions has improved coordination, efficiency and effectiveness of performing these related activities and has provided a better opportunity to use personnel more efficiently as projects pass from one unit to another.

The Environmental Services Section has four units responsible for environmental planning, environmental analysis for capital improvement projects, landscape activities, and well

claims functions. The consolidation of the above units has improved the efficiency, effectiveness and coordination of related activities.

Right-of-Way. This division supports the Department's capital improvement efforts in several ways. Direct support of the project development process for highway and bridge improvements required the preparation of right-of-way plans for 57 projects involving the appraisal and negotiation of 789 parcels with a total appraised value of $2,408,772. Other related activities include the preparation of State Claims Board hearings, Superior Court cases and municipal/State agreements. There were also 167 signs and 274 sites negotiated this year.

Responsibilities outside the development of capital improvement projects to construction occupied a great deal of the Right-of-Way Division's resources, Division personnel issued 856 permits and 228 licenses for off-premise signs, acquired 303 non-conforming signs (total value $628,000), and removed 1,650 illegal and abandoned signs without compensation, and issued 307 Official Business Directional Sign permits. Approximately 2,400 permits accommodating utilities within the highway right-of-way were issued and over 1,900 requests for information regarding highway rights-of-way were processed.

Design. Because of rapid deterioration of the road surface on Rte. 6 in Springfield, due mainly to heavy truck traffic, this Division was called upon, on very short notice, to develop plans and specifications and let to contract to rebuild over 6 miles of highway. The entire process, from preliminary survey through design, contract award to completion of construction, was done within a 6 month period. It is a good illustration of what can be accomplished in a short period of time under emergency conditions when all agencies involved, both State and Federal, cooperate to expedite the various phases of hearings, permits and investigations required to develop a project.

To stretch the available highway construction dollar, a series of thin pavement overlay projects were designed and let to contract utilizing Federal Aid funds to rehabilitate existing pavements and make minor safety improvements. This enables the Department to provide a smooth riding surface for much less cost than a complete new construction project. This program will continue.

To fulfill Federal requirements to monitor heavy truck loads, truck weighing stations were designed to be built on the north and southbound lanes of Interstate 95 at Kittery and York. This will provide facilities to enable the State Police to weigh trucks as they enter or leave the State.

A bridge study has been started to explore various alternatives for replacing the 66-year-old Million Dollar Bridge between South Portland and Portland. The study will examine the merits of both a high level bridge and a lift span type bridge since oil tanker traffic is heavy along the waterway route. Because of the high volume of motor vehicle traffic, the approaches to the bridge from both sides are critical factors in the ultimate choice of bridge.

The Design Division continues to provide engineering design services to State and Federal agencies. For example, relocation of highways and bridges affected by the proposed Dickey Lincoln Dam was designed for the U.S. Army Corps of Engineers. Road and pier damage repairs were designed for the National Park Services at Acadia National Park. Fish piers at Stonington were designed as mandated by the Legislature.

Materials and Research. This Division consists of four sections: Soils, Research, Field Quality, and Physical Testing.

The Soils Section conducted subsurface investigation for all projects on which the Design Division required subsurface information. Soils reports, materials inventories, drainage studies, and engineering soils maps were prepared to aid the engineers and contractors in the design and construction of the projects.

The Field Quality Control Section is responsible for providing a testing service to others within MDOT. During the past year a total of 118 projects requested the services of this group. There were 75 bituminous and concrete plants inspected and certified to provide materials for the construction of MDOT projects. Pipe was supplied by six different suppliers and each product monitored for quality and workmanship. A total of 23 personnel completed nearly 7,900 tests for acceptance of 20 different products at an approximate cost of $35 per test. In addition, approximately 1,100 Independent Assurance samples of nearly 43 different products were tested.

The Physical Testing Section is responsible for providing testing services for those products not able to be tested within the field. The laboratory has a staff which includes Chemistry, Bituminous Liquids, Aggregates, Concrete and Bituminous Mix Design facilities.

A list of acceptable sources for products used in the Transportation Field is annually reviewed and updated.

The Research Section is responsible for research concerning materials and methods used in constructing and maintaining highways and bridges. During the past year, investigations were concluded and final reports published as follows: a study of the hydration of Portland Cement in concrete; a study of an improved method to determine deleterious aggregates; the merits of using a synthetic vs. natural 15W40 engine oil; an attempt to determine the effects of different aggregates on bituminous concrete; the use of asphalt emulsions on highways; a study of the relative merits of a new paint system to reduce corrosion of steel structures; the evaluation of an additive named Chem crete in a portion of I-95 bituminous concrete overlay; the determination of benefits derived from the addition of varying amounts of sulfur to asphalt used in bituminous concrete; a comparison of information obtainable from topographic maps and from aerial photographs; a study of benefits derived from recycling pavements.

Active studies for which interim reports are available include frictional resistance characteristics of right and left wheelpaths; a study of a bridge instrumented to determine deflection under passing loads, thereby indicating vehicle weights; the tensile strength of different bituminous concrete mixes; a study of the accumulation of deicing chemicals in the roadside after 10 years useage; the projection of durability of draining structures; evaluation of a tractor-mounted brush cutter for roadside vegetation control; and an attempt to find a substitute deicing agent for roadways to reduce salt usage.

As an ongoing study, priorities for testing new products are established relative to current needs and various products are evaluated to determine which provide the best results for the specific purpose. The results of this program provide a basis for recommending what products are considered acceptable for use in terms of performance and cost.

Part of the new products testing program is to provide various "Approved Lists" of products for use in highway-related construction. This is accomplished by testing and/or reviewing test reports to insure that the product(s) meets specific AASHTO and/or ASTM specifications.

Project Scheduling. This Division provides support to the Bureau by developing and maintaining project schedules, monitoring and availability of State and Federal funds and making sure projects proceed completely and efficiently through the project development process. The Division is involved in the implementation of a Program/Project Management Information System (PROMIS). This system will be fully implemented later this year, thus providing a computer oriented database for project development and funding data. Project Scheduling will have primary responsibility for updating and summarizing information in PROMIS. Use of this new system will have a very positive influence on management decision-making as it relates to the dynamics of project development. Additional phases of PROMIS will allow an assessment of manpower impacts as new Capital Improvement Programs are developed, as well as provide automatic simulation capabilities to gauge the affect of changes in any system variable (Program level, budget, project cost, etc.) on the other variables.

LICENSES, PERMITS, ETC.:

Permit:

Outdoor Advertising
Utility Location

PUBLICATIONS:

81-7 Hydration of Portland Cement Concrete
81-8 Deleterious Aggregate Study
81-9 Synthetic Oil Study, Final Report
81-10 Effects of Aggregates on Bituminous Concrete
81-11 Use of Asphalt Emulsion in Highway Application
82-1 Evaluation of Protective Paint for Steel Structures
82-2 Evaluation of Chem crete Modified Asphalt
82-3 Sulfur Extended Asphalt
82-4 Hydrology Research Topographic Maps Vs. Aerial Photos
82-5 Recycled Pavement

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	100,000	100,000				
TOTAL EXPENDITURES	100,000	100,000				

BUREAU OF TRANSPORTATION SERVICES

WILLIAM F. FERNALD, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 25, 1981 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 243; *Citation:* M.R.S.A., Sect. 4206
Average Count—All Positions: 80 *Legislative Count:* 7

PURPOSE: The Bureau provides for the development and maintenance of a permanent and effective public transportation system with particular regard to low income, elderly, and handicapped residents. Reviews, in cooperation with the Departments of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

The Bureau undertakes and directs planning studies in regard to the State Ferry Service, the development and improvement of cargo handling facilities at Maine ports and the development of the Fish Pier Construction Program. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for both ports and the ferry service and administers the operations and maintenance of the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department.

The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State. This includes schedules filed with the Civil Aeronautics Board, type of aircraft operated, and the general financial condition of the carriers providing air service. Promotes the advancement of aviation interests, airport development and administers the operation and maintenance of the Augusta State Airport.

The Bureau administers the assistance programs of the Federal Railroad Administration which includes operating assistance for continuation of service on essential lines, and assistance in the rehabilitation of light density lines that might otherwise be abandoned. An approved state rail plan is required to maintain eligibility and annual updates along with a program of projects is required to establish project eligibility and approval. In addition, the Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law.

The Bureau also provides the resource for participation by the State of Maine in regulatory matters affecting transportation which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

ORGANIZATION: A Bureau of Public Transportation was established within the Department of Transportation by Legislative action in June, 1979. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in 1981 to Transportation Services and has been reorganized to include the Divisions of Aeronautics, Rail Transportation, Ports and Marine Transportation, and Public Transportation. The former Bureaus of Aeronautics and Waterways are now divisions of the Bureau. The programs and activities of the several divisions are as follows.

PROGRAM:

Aeronautics Division. During this fiscal year, programs continued in fulfilling the objectives of both the 1977, 1979, and 1981 Bond Issues for Capital Improvements to Airports. Working closely with the Federal Aviation Administration (FAA) $4,777,772 dollars of Federal funds were received for improvements at Maine's public owned airports. Combined state, local and Federal funds allowed for a total program of $5,308,636 dollars. In addition, the Department of Transportation entered into a contractual agreement with the FAA for the inspection of certain airports in Maine and for the updating of airport Master Records; participated in the essential air service case at Augusta and Waterville, and investigated aircraft accidents; reimbursed 50% of the snow removal costs of 33 publicly owned airports for a total of $169,432; organized an airport seminar and became the second state in the Country to develop and have approved state standards for the construction of general aviation airports. In addition, the Division began collection of aircraft excise taxes on behalf of Maine's communities.

Despite the loss of air service during November, 1981 by Air New England, the Augusta State Airport continues to be one of the leading commercial air carrier airports in Maine. Bar Harbor Airlines, (a commuter air carrier) offers scheduled passenger service to and from Boston, Mass. The number of passengers arriving and departing the Augusta State Airport this year declined to 27,309. Extension of the main runway to 5,000 feet was completed this fiscal year.

Rail Transportation Division. Federal Railroad Administration rehabilitation projects have been completed on the Boston & Maine Corporation, the Belfast and Moosehead Lake Railroad, and the Maine Central Railroad. Rehabilitation projects continue on the Maine Central Railroad and the Bangor and Aroostook Railroad. The Division also is participating in Guilford Industries' proceedings before the Interstate Commerce Commission to acquire the Boston and Maine Corporation and Delaware and Hudson Railroad.

Ports and Marine Transportation Division. A maintenance review has been conducted, and major corrective work has begun on the vessels, terminals, and operations of the Maine State Ferry Service. In addition, resource assistance was provided to the Ferry Service Advisory Committee, and tariffs are maintained and published governing the rates and charges of the State Ferry Service.

In addition, preliminary engineering work has been contracted for on the Cargo Port on Sears Island and other support is ongoing. In Portland, the Division has and is providing assistance to the sale of the Maine State Pier and the BIW expansion. The Division is also directing implementation of the State Fish Pier Program. To date, Saco and Kennebunkport are complete; Vinalhaven, Portland, and Eastport are under construction.

Attention continues to be directed towards improving the flow of import-export cargo through Maine ports, evaluating current capabilities to handle existing cargo, and developing plans for the design and construction of new and expanded port facilities.

During calendar year 1981, the State Ferry Service transported 94,500 vehicles and 271,850 passengers between the three mainland and four island terminals. In addition, a rehabilitation of the Swans Island transfer bridge was completed this year, as well as major engine overhauls on the ferries *Governor Curtis* and *William S. Silsby*.

LICENSES, PERMITS, ETC.:

Permit:

Dispersal of Chemicals by Aircraft
Firing or Launching of Rocket or Missile
Commercial Temporary Landing Area—Land
Commercial Temporary Landing Area—Seaplane

Certificate:
- Aircraft Registration
- Certificated Air Carrier Airport Registration
- Commuter Air Carrier Airport Registration
- Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
- Noncommercial Registration—Heliport
- Noncommercial Registration—General Aviation II—Airport, Seaplane Base
- Airport Dealer's Registration—Franchise
- Airport Dealer's Registration—Broker

PUBLICATIONS:
- Ferry Service Sailing Schedules—no fee
- Guidelines for the Development of Annual Operations Plan
- Public Transportation Management Plan

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,190,820	137,420				1,053,400
Health Benefits	40,249	3,860				36,389
Retirement	178,432	21,435				156,997
Other Fringe Benefits	3,088	405				2,683
Rents	18,644	313	559		1,402	16,370
Commodities	103,244	5,171			1,584	96,489
Grants—Subsidies—Pensions	3,322,909	412,332			2,763,688	146,889
Purchases of Land	1,628,378				16,447	1,611,931
Buildings and Improvement	41,972					41,972
Equipment	1,579,221		252		1,303,132	275,837
Interest—Debt Retirement	119,250					119,250
Transfers to Other Funds	1,636,285	1,626,609	93		502	9,081
Other Contractual Service	2,754,157	69,045	28,513		174,161	2,482,438
TOTAL EXPENDITURES	12,616,649	2,276,590	29,417		4,260,916	6,049,726

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation, Statehouse, Augusta, Maine *Telephone:* 289-2391

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: October 1977 *Sunset Review:* Not Established

Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 379; *Citation:* 23 M.R.S.A., Sect. 1904

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the removal of billboards along highways in the State of Maine, and the implementation of new sign systems and new means to provide tourist and traveler information in order to replace billboards.

ORGANIZATION: Travel Information Advisory Council has 9 members appointed by the Governor for two-year terms as follows: One representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing nonprofit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

PROGRAM: The Advisory Council will be involved during 1982 in implementing the proposed program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council will also be involved in advising the Department of Transportation on the removal of billboards as specified in the statutes. Further, the Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

PUBLICATIONS: The Department of Transportation in conjunction with the Advisory Council has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1982: 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation. By administrative decision these expenditures are included with those of the Department of Transportation.

(OFFICE OF) TREASURER OF STATE

SAMUEL D. SHAPIRO, STATE TREASURER
MAURICE F. STICKNEY, Deputy Treasurer

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2771
Mail Address: Statehouse Sta. #39, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 28; *Unit:* 248; *Citation:* 5 M.R.S.A., Sect. 121
Average Count—All Positions: 10 *Legislative Count:* 13

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as approved by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM:

Cash Management. In a typical year, nearly 2,300,000 State checks will be distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for the checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately fifty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

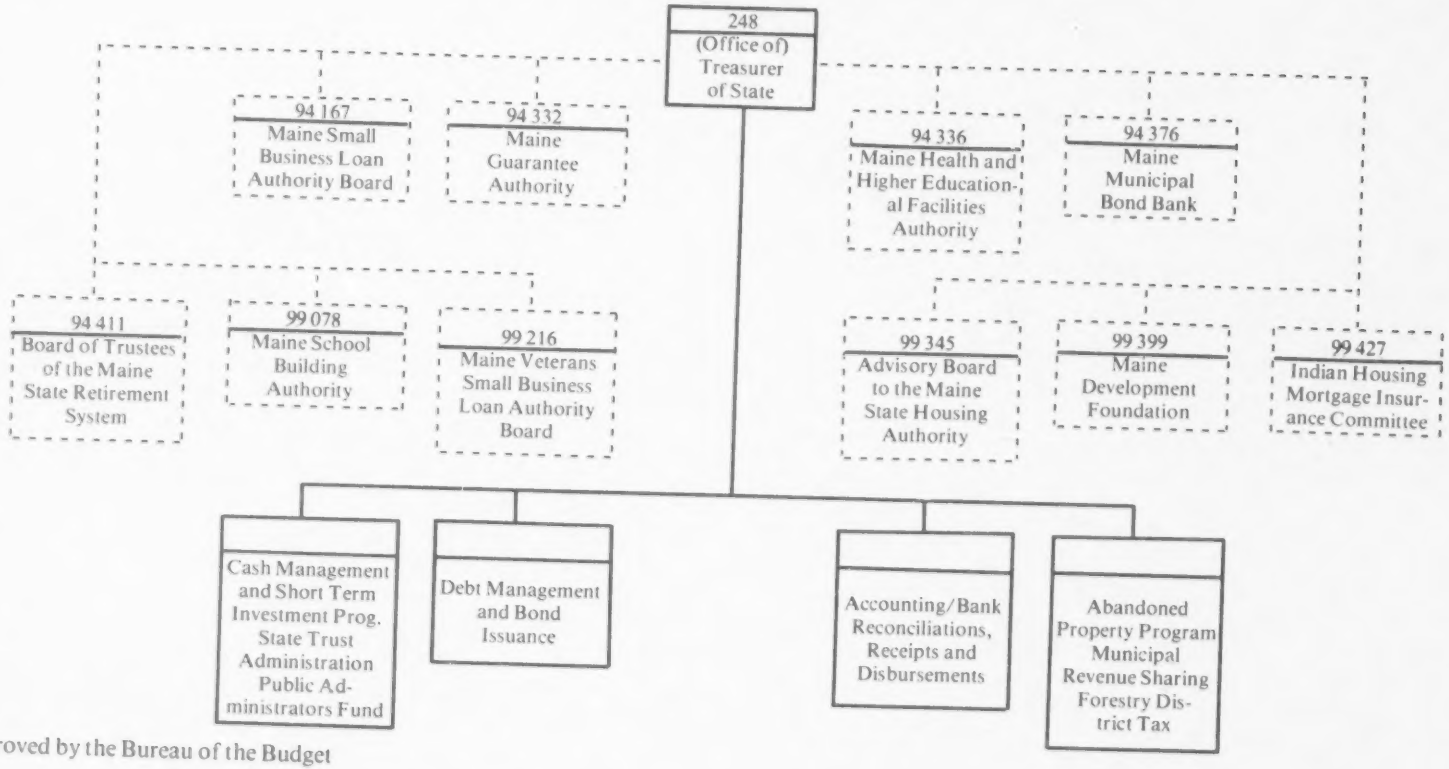
The basic unit of cash income management is the income statement. State agencies file over 31,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State—those checks lacking proper signatures, having insufficient funds, or otherwise defective—are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 3,000 bad checks will be processed.

A further duty is the sorting and mailing of some 110,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper or U.S. Government securities which mature in less than 24 months.

ORGANIZATIONAL CHART
(OFFICE OF) TREASURER OF STATE
UMB 28


248
(Office of) Treasurer of State
94 167
Maine Small Business Loan Authority Board
94 332
Maine Guarantee Authority
94 336
Maine Health and Higher Educational Facilities Authority
94 376
Maine Municipal Bond Bank
94 411
Board of Trustees of the Maine State Retirement System
99 078
Maine School Building Authority
99 216
Maine Veterans Small Business Loan Authority Board
99 345
Advisory Board to the Maine State Housing Authority
99 399
Maine Development Foundation
99 427
Indian Housing Mortgage Insurance Committee
Cash Management and Short Term Investment Prog. State Trust Administration Public Administrators Fund
Debt Management and Bond Issuance
Accounting/Bank Reconciliations, Receipts and Disbursements
Abandoned Property Program Municipal Revenue Sharing Forestry District Tax

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 82
TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	183,484	183,484				
Health Benefits	6,764	6,764				
Retirement	28,614	28,614				
Other Fringe Benefits	415	415				
Computer Services—Comm.	774	774				
Computer Services—State	1,578	532	1,046			
Commodities	1,237	1,237				
Grants—Subsidies—Pensions	23,928,173	4,276,731	19,651,442			
Equipment	800	800				
Interest—Debt Retirement	29,029,163	29,029,163				
Transfers to Other Funds	411		411			
Other Contractual Service	149,923	148,562	1,361			
TOTAL EXPENDITURES	53,331,336	33,677,076	19,654,260			

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine dictates the maximum consideration of investments within the State. Each year, as shown on the accompanying financial statement, several million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalities at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilities.

Debt Management. Short-term and long-term borrowing is a major program. In a typical year, several million dollars of temporary notes and several million dollars of bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly $252,765,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. The cancelled paid items are verified and prepared for cremation. In a year's time, over 120,000 interest coupons and 3,500 bonds plus numerous notes will be processed in this manner. Periodically, the paid debt items are cremated and formal certifications issued for record purposes.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Maine Guarantee Authority, the Board of Trustees of the Maine State Retirement System, the Small Business Loan Authority Board, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, and the Maine Veterans Small Business Loan Authority Board.

General Management. Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the administration of the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 4% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor. Tax assessment warrants to municipal tax assessors are processed by this office, and the annual collection of the Forestry District Tax.

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes, no charge.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE TURNPIKE AUTHORITY

DAVID H. STEVENS, SECRETARY-TREASURER

Central Office: 17 Bishop St., Portland *Telephone:* 207-797-7771
Mail Address: 17 Bishop St., Portland, Maine 04103
Established: 1941 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 99; *Unit:* 420; *Citation:* 23 MRSA 1963
Average Count—All Positions: 210 *Legislative Count:* 0

PURPOSE: This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION: The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic. It is therefore an independent agency not part of State government created by the Legislature.

PROGRAM: Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls.

LICENSES, PERMITS, ETC.:

The Maine Turnpike Authority issues several permits which authorize oversize loads and overlimit loads. The fee for either of these two types of permits is $10.00.

PUBLICATIONS:

Maine Turnpike *Rules & Regulations* Governing the use of Turnpike

FINANCES, FISCAL YEAR 1982: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES
UNIVERSITY OF MAINE

STANLEY J. EVANS, M.D., CHAIRMAN
PATRICK E. McCARTHY, Chancellor

Central Office: 107 Maine Ave., Bangor *Telephone:* 947-0336
Mail Address: University of Maine, 107 Maine Avenue, Bangor, Maine 04401
Established: 1865 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 421; *Citation:* 1967 P&SL Chap. 229
Average Count—All Positions: 3,838
Organizational Units:

Board of Trustees
Office of the Chancellor
System-Wide Services
University of Maine at Augusta (UMA)
University of Maine at Farmington (UMF)
University of Maine at Fort Kent (UMFK)
University of Maine at Machias (UMM)
University of Maine at Orono (UMO)
University of Southern Maine (USM)
University of Maine at Presque Isle (UMPI)
Maine Public Broadcasting Network (MPBN)

PURPOSE: The University of Maine is the state University of Maine. It provides undergraduate, graduate and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the non-traditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a chancellor as chief administrative and education officer and, on the nomination of the chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL—Orono, Portland, Augusta, Law School. The result was the creation of the consolidated University of Maine system in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single campus in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine.

PROGRAM:

Instruction. The University of Maine is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic

programs include offerings in arts and sciences, agriculture, business, education, life sciences, and engineering.

Fall 1981 enrollment in all University programs totaled 27,722 and 3,991 persons were awarded degrees in 1980/81. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilities have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state and county governments and relates directly to the family, homemaker and youth by providing educational and informational assistance to individuals, families and communities. MPBN is licensed to the University of Maine Board of Trustees to provide a statewide public broadcasting network, both radio and television, for the transmission of broadcasting of a predominantly educational, cultural and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist local economy. Much research and development has proved extremely productive and useful. The achievements of the Quaternary Institute at UMO, New Enterprise Institute at USM, Health Education Resource Center at UMF, and the two major Centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research activity. Responding to both community and individual requests, the results of University research have unquestionably benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE
FULL-TIME REGULAR EMPLOYEES
OCTOBER 1981

BY EMPLOYEE CATEGORY	
Faculty	1,206
Professional and Administrative	786
Classified	1,846
Total	3,838
BY SOURCE OF FUNDING	
Educational and General	2,648
Auxiliary Enterprise	537
Restricted	653
Total	3,838

PUBLICATIONS:

(1) *Improving The University of Maine,* A Report of The Trustee ad hoc Committee on Academic Planning, March 1977.
(2) *The Chancellor's Report,* University of Maine.
(3) Chancellor's Newsletter, University of Maine
(4) Improving Student Life in the University of Maine, A Report of the Trustee Committee on Student Life, April 1980.

FINANCES, FISCAL YEAR 1982: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

UNIVERSITY OF MAINE
STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS
FOR THE YEAR ENDED JUNE 30, 1982

	1982			
	Unrestricted			
	General	Designated	Restricted	Total
REVENUES:				
Educational and general—				
Tuition and fees	$ 30,119,764	$ —	$ —	$ 30,119,764
Governmental appropriations-state	51,391,000	—	1,095,978	52,486,978
Governmental appropriations—federal	50,000	—	4,306,193	4,356,193
Governmental grants and contracts-state	—	180,683	2,812,557	2,993,240
Governmental grants and contracts-federal	—	—	24,162,486	24,162,486
Private gifts, grants and contracts	—	158,583	3,461,929	3,620,512
Endowment income	26,369	242,949	386,417	655,755
Recovery of indirect costs	2,154,979	—	—	2,154,979
Sales and services of educational activities	2,055,667	1,325,535	13,898	3,395,100
Other sources	4,636,841	836,860	245,913	5,719,614
Total educational and general	$ 90,434,620	$2,744,630	$36,485,371	$129,664,621
Sales and services of auxiliary enterprises	27,558,455	—	—	27,558,455
Total revenues	$117,993,075	$2,744,630	$36,485,371	$157,223,076
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	$ 37,795,426	$1,275,495	$ 3,188,324	$ 42,259,245
Research	3,961,395	924,585	8,887,839	13,773,819
Public service	2,778,210	868,946	7,674,960	11,322,116
Academic support	9,845,123	85,542	932,251	10,862,916
Student services	8,110,661	22,937	146,829	8,280,427
Institutional support	10,250,797	167,330	12,706	10,430,833
Operation and maintenance of plant	11,406,389	—	—	11,406,389
Student aid	1,575,381	36,284	15,642,462	17,254,127
Mandatory transfers for loan funds	155,974	—	—	155,974
Total educational and general expenditures and mandatory transfers	$ 85,879,356	$3,381,119	$36,485,371	$125,745,846
Auxiliary Enterprises—				
Expenditures	$ 24,125,355	—		$ 24,125,355
Mandatory transfers for retirement of indebtedness	1,281,076	—		1,281,076
Total auxiliary enterprises	$ 25,406,431	—		$ 25,406,431
OTHER TRANSFERS:				
Current funds-appropriated	$ 2,437,595	$ —		$ 2,437,595
Current funds-designated (Note 1)	2,150,006	(636,489)		1,513,517
Current funds-restricted	176,776	—		176,776
Plant funds-unexpended	1,542,476	—		1,542,476
Plant funds-retirement of indebtedness	220,770	—		220,770
Total transfers	$ 6,527,623	$ (636,489)		$ 5,891,134
Excess of revenues over expenditures and transfers	$ 179,665			$ 179,665

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
June 30, 1982

The University of Maine consists of seven campuses, the Maine Public Broadcasting Network and a Central Administrative Office. All activities of this system are included in the ac-

companying financial statements. Not included are several independent organizations who operate for the benefit of the University, including the University of Maine Foundation (1935, P. & S.L., Chapter 10) and several other foundations and alumni associations. These organizations are non-profit entities controlled by separate Governing Boards whose goals are to support the University of Maine. They receive funds primarily through donations and contribute funds to the University for student scholarships and institutional support.

The significant accounting policies followed by the University of Maine are described below

Modified Accrual Basis. The financial statements of the University have been prepared on the modified accrual basis. The statement of current fund revenues, expenditures and transfers is a statement of financial activities of the current funds related to the current reporting period. It does not purport to present the results of operations or the net income or loss for the period as would a statement of income or a statement of revenues and expenses.

To the extent that current funds are used to finance other fund groups, the amounts so provided are accounted for as (1) mandatory transfers, in the case of required provisions for matching loan funds or provisions for debt amortization; and (2) transfers of a non-mandatory nature in all other cases.

Fund Accounting. The University follows fund accounting procedures by which resources for various purposes are classified for accounting and reporting purposes in accordance with activities or objectives as specified by donors. This is done in accordance with regulations, restrictions, or limitations imposed by donors or sponsoring agencies outside the University, or in accordance with directives issued by the Board of Trustees.

A fund is a self-balancing set of accounts for recording assets, liabilities, a fund balance, and changes in the fund balance. Separate accounts are maintained for each fund group to insure compliance with limitations and restrictions placed on the use of resources.

Current Unrestricted General Funds. Current Unrestricted General Funds, derived from educational and general operations of the University and from appropriations, gifts and grants, may be used at the discretion of the Board of Trustees or their designees to meet current expenditures for any purpose.

Current Designated Funds. Current Designated Funds are unrestricted funds for which the University's Board of Trustees or administration stipulates a specific use, thereby "designating" them for that purpose only. However, the Board of Trustees may at any time redesignate the funds for another use.

Current Restricted Funds. Current Restricted Funds, derived from appropriations, gifts or grants may be used only to meet current expenditures for the purposes specifically identified by the donors or by sponsoring agencies.

Loan Funds. Loan Funds, derived from Federal or State appropriations, gifts, grants and matching funds provided by the University, may be used only for providing loans to students and others specified by the donors or by sponsoring agencies.

Endowment Funds. Endowment Funds are subject to the restrictions of gift instruments requiring that the principal be invested and only the income be used to meet current expenditures. Quasi-endowment funds established from time to time by the Board of Trustees serve the same purposes as endowment funds, but both principal and income of quasi-endowment funds may be expended.

Plant Funds. Plant Funds, derived from appropriations, gifts, grants and University funds so designated by the Board of Trustees, may be used to meet expenditures for construction of additional facilities, major renovations, and retirement of indebtedness arising therefrom.

Appropriated Current Fund Balance. The Appropriated Current Fund balance is comprised principally of accumulated operating surpluses or deficits of auxiliary enterprises, together with other balances of reserves which are allocated and available for future use in connection with the purposes for which they were approved by the Board of Trustees.

Restricted Gifts and Grants. The University records restricted gifts and grants at the time the services have been performed or funds have been received. When these gifts and grants are expended, a corresponding amount is reported as restricted revenues in the statement of current fund revenues, expenditures and transfers.

Endowment Fund Investments. Endowment fund investments and investment activity are recorded at market value. Fluctuations in market value are reflected in the financial

statements as unrealized gain or loss on investments.

The University follows the pooled investment concept for its endowments whereby all invested funds are included in one investment pool, except for investments of certain endowment funds that are otherwise restricted. Investment income is allocated to each fund participating in the pool based on its pro rata share of the pool.

Investment in Plant. Plant assets are stated at cost when purchased or constructed or at fair market value when acquired by gift. In accordance with the practice generally followed by colleges or universities, no provision for depreciation has been recorded in the accounts.

Funds for Retirement of Indebtedness. The University transfers a portion of the revenue received from housing, dining and other auxiliary enterprise activities to a debt service reserve, which is used to repay auxiliary enterprise indebtedness.

Other Significant Accounting Policies. Other significant accounting policies are set forth in the financial statements and the notes thereto.

Pell Grants which have been previously reported as Agency Funds have been reclassified to Restricted Funds in accordance with the National Association of College and Business Officers Accounting Principles Committee.

BOARD OF TRUSTEES UNIVERSITY OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	52,486,978	52,486,978				
Interest—Debt Retirement	1,044,948					1,044,948
TOTAL EXPENDITURES	53,531,926	52,486,978				1,044,948

UNIVERSITY OF MAINE BLUEBERRY ADVISORY COMMITTEE

WILLIAM HARDY, CHAIRMAN
EDWARD H. PIPER, Secretary

Central Office: 6 Winslow Hall, UMO, Orono *Telephone:* 581-7422
Mail Address: 6 Winslow Hall, UMO, Orono, Maine 04469
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 426; *Citation:* 36 M.R.S.A., Sect. 4312
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The University of Maine Blueberry Advisory Committee was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The responsibility of the Advisory Committee is to advise the Maine Agricultural Experiment Station and the Agricultural Extension Service of the University of Maine in research and extension work relating to the production, processing and marketing of Maine blueberries. Funds to support this purpose are derived from a Blueberry Tax assessed at the rate of 3 mills-per-pound (growers' tax).

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine. The express purpose of the tax and the Advisory Committee was to conduct blueberry research and extension work through the University.

In practice, the University of Maine Blueberry Advisory Committee has appointed as its administrative secretary an officer of the University who also serves as secretary to the Maine Blueberry Commission. This arrangement provides coordination between the two operations of the Blueberry Tax program.

The University of Maine Blueberry Advisory Committee consists of 7 members, and is appointed by the President of the University of Maine. Each member is appointed for a term of 5 years. Vacancies are filled for unexpired terms and no member of the Committee may succeed himself.

PROGRAM: Blueberry Hill Farm serves as the base of operations for the field research conducted by the Maine Agricultural Experiment Station unit of the University of Maine.

The production and harvesting of wild lowbush blueberries is undergoing a rapid change due to new development in technology. Significant progress has already been made in the control of weed plants in blueberry fields. While this area of research will continue, research emphasis in Maine is in these broad areas:

1. Integrated pest management practices that will reduce the level of pesticide use while maintaining effective control of weeds, insects, and disease.
2. Pruning methods that will reduce the use and cost of fuel oil for burning blueberry fields.
3. Increasing the population of blueberry plants and yield per acre.

At the same time researchers from Maine are working closely with scientists in Canada in development of new production techniques and evaluation of selected lowbush varieties.

Harvesting blueberries is labor intensive and future research may involve further development of methods for more mechanized harvesting.

Blueberry production is increasing both in Canada and in the highbush industry of the U.S. Development and adoption of new technology by Maine producers is necessary for Maine to keep competitive in the market place.

PUBLICATIONS:

Blueberry Newsletter, issued monthly by the University of Maine, Cooperative Extension Service, Orono, Maine—Free

Free bulletins available from: Public Information—Central Services, University of Maine, Orono, Maine 04473.

No. EB 568, Regulating Soil Acidity in Blueberry Fields
S 479, Producing Blueberries in Maine
S 600, Controlling Lambkill in Low-Bush Blueberries
S 699, The Integrated Management of Low-Bush Blueberry Fields
EB 639, Blueberry Integrated Pest Management
S 780, Pruning Procedures in Blueberry Production
S 720, Costs in Marketing Fresh Blueberries
S 723, Operating Costs in Blueberry Production
ST 70, Physical and Chemical Changes in the Development of Blueberry Fruit

FINANCES, FISCAL YEAR 1982: The expenditures of this unit amounted to $79,000 in FY 82 and are, by administrative decision, included with those of the Maine Blueberry Commission.

BUREAU OF PUBLIC ADMINISTRATION

KATHRYN H. GODWIN, DIRECTOR, BPA

Central Office: University of Maine at Orono, Orono
Mail Address: 162 College Ave., Orono, Maine 04469
Telephone: 581-7603

Established: 1965
Sunset Review Required by: June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 423; *Citation:* 1965 P&SL Chap. 185
Average Count—All Positions: 7
Legislative Count: 0

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results.

ORGANIZATION: When first established, the Bureau of Public Administration (BPA) was a unit within the Department of Government at the University of Maine at Orono. Since, then, the Bureau has become an integral part of the Division of Research and Public Services, University of Maine at Orono, where it continues to serve the research and training needs of state and local government. The Director and two staff associates (one research and one training) lead the Bureau in meeting its responsibilities, assisted by other professional and support staff as needed.

PROGRAM:

Management Training and Consulting Services. The Bureau of Public Administration provides management training and education programs for public officials at both the State and local level. A wide variety of courses are offered from seven major categories; BUDGETING AND FINANCE, PERSONNEL, LOCAL GOVERNMENT FUNCTIONS, PUBLIC MANAGEMENT, PERSONAL DEVELOPMENT, MUNICIPAL ADMINISTRATION and SCIENTIFIC MANAGEMENT. These courses are from one to three days in length and are offered at locations throughout the State.

Upon request, training and educational programs may be tailored to meet the specific "in-house" needs of a municipality, agency or department.

The Bureau also provides more in-depth long-term consulting assistance through organizational development programs. These include Team Building for Council Manager and Manager Department Head Teams; Interpersonal and Intergroup Conflict Resolution; Role Negotiation; Organizational Analysis; Goal Setting and Implementing Staff Development Plans.

Applied Research and Consultation Services. Research activities focus on broad governmental policies and problems, as well as more specific, short-term analyses of issues of concern to state and local jurisdictions. BPA, for example, has monitored the implementation of block grants in State, and has examined the implications of private sector initiatives in the provision of public services, with emphasis on the identification of effective alternative service strategies of practical use to state and local governments. Recent BPA research and consultation activities have also included various program and management evaluations, such as the use of volunteers by local governments to deal with fiscal cutbacks, and the right-to-treatment in the least restrictive setting for Maine's mentally handicapped citizens. In most instances, research efforts result in published materials which are disseminated to both State and national audiences. These typically serve as curriculum resources, guidelines for legislature and/or Congressional action, or continuing reference sources.

PUBLICATIONS:

Model Finance & Accounting Procedures, 1979. $10.00/Postage $2.00.

Maine Local Government—A Handbook for Elected Officials. Laura E. Campbell, ed., April, 1978. $10.00

Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March, 1978. $3.00.

Charter Study Series. James J. Haag, et. al., 1970. $6.00 set of 5.

Zoning: An Overview, Ross Plambeck, Zoning Series No. 1, May, 1974, $2.50.

Zoning: The View of the Courts, Paul Braciotti, Zoning Series No. 2, May, 1975, $2.50.

Zoning: Roles and Relationships, Cynthia Brown, ed., Zoning Series No. 3, May, 1975, $2.50.

Zoning: The Code Enforcement Officer, Laura E. Campbell, Zoning Series No. 4, May, 1975, $2.50.

Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975, $2.50.

Personnel Administration Manual for Local Govt., Jeanne Bailey McGowan, editor. August 1980. $10.00.

Complete publications list available upon request.

FINANCES, FISCAL YEAR 1982: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine.

MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD

ROBERT G. O'MALLEY, MANAGER

Central Office: State Office Bldg., Room 216, Augusta *Telephone:* 289-2094
Mail Address: Statehouse Sta. #99, Augusta, Maine 04333

Established: 1974 *Sunset Review:* Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 216; *Citation:* 37A M.R.S.A., Sect. 41

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Veterans Small Business Loan Authority Board, in recognition of the services and sacrifices of Maine's men and women who have served their State and country through honorable service in the Armed Forces of the United States in time of war or national emergency, was established to enlarge the opportunities for employment of Maine's veterans; stimulate the flow of private investment funds to Maine's veterans; and insure the preservation and betterment of the economy of the State of Maine. The Board is authorized to insure the payment of up to eighty percent of mortgage loans to resident Maine veterans of the Armed Forces of the United States, secured by eligible projects; and upon application of the proposed lender, to insure loan payments required by the first mortgage on any eligible project, upon such terms and conditions as the Authority may prescribe, provided the aggregate amount of principal obligations of all mortgages so insured outstanding at any one time shall not exceed $4 million. The Board is further authorized to enter into agreements with prospective borrowers and lenders for the purpose of planning, designing, constructing, acquiring, altering, and financing eligible projects; the Board acquires, holds and disposes of real and personal property and make and enter into all contracts, leases, agreements and arrangements necessary or incidental to the performance of its duties; and accepts from a federal agency, loans or grants for the planning or financing of any eligible project, and enters into agreements with such agency respecting any such loans or grants.

ORGANIZATION: This Board is comprised of a Board of Directors, a manager, and a secretary.

The Directors meet once a month to review and approve loan requests. The Board consists of 10 members, including the Director of Veterans Services, State Treasurer and 8 members appointed at large by the Governor.

PROGRAM: After its eighth year of operation, the Maine Veterans Small Business Loan Authority Board approved loans representing $3,400,000. This was accomplished through 40 banks throughout the State.

The different types of businesses are as varied as the locations involved. Examples of various enterprises served by this Board include: lobstering, office supply companies, construction, barber shop/hair styling, custom picture framing and gallery, refuse and waste collection, television repair, grocery store, and artificial limb companies, service stations, broadcasting, Servicemaster and Chem Clean Companies, public accounting, security agencies, landscaping, saw mill, card and gift shops, electricians, ice cream wholesale distributors, printing companies, launderette, convenience type food markets, body shop, service station and taxi business, law practice, lawn and garden center, insulation company, and cedar shavings businesses.

The program did not suffer any losses this year. There is one loan loss pending of approximately $13,000. This will be paid out in the first quarter of 1983. With interest rates at an ali time high and the economy in a severe downturn, we are very fortunate to be able to hold losses to this low level. The board is proceeding to help business develop in a cautious and prudent manner while also helping the veterans of the State. There have been several joint loans approved in conjunction with the Maine Small Business Loan Authority.

LICENSES, PERMITS, ETC.: Loan Authorization and Guarantees.

PUBLICATIONS: Fact sheet explaining the program.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	22,539					22,539
Health Benefits	609					609
Retirement	3,826					3,826
Other Fringe Benefits	88					88
Other Contractual Service	3,971					3,971
Rents	88					88
Commodities	140					140
Transfers to Other Funds	−2,357					−2,357
TOTAL EXPENDITURES	28,904					28,904

BOARD OF TRUSTEES OF MAINE VETERANS HOME

ROBERT L. OHLER, M.D., CHAIRMAN

Central Office: 175 Capitol Street, Augusta *Telephone:* 289-3881
Mail Address: Statehouse Sta. #105, Augusta, Maine 04333
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 397; *Citation:* 37A M.R.S.A., Sect. 1402
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Board of Trustees of Maine Veterans Home was established to plan, build, put into operation and operate a home for veterans and their spouses in the State of Maine.

ORGANIZATION: The Board of Trustees of Maine Veterans Home was established in 1977 and consists of nine members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members and is assisted by the Bureau of Public Improvements in advisory and technical matters. It may employ such assistance as deemed necessary after the construction phase starts. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM: The Board has received a Certificate of Need to construct a 120-bed nursing home on the Cony Road in Augusta. Construction began in February, 1982 with an anticipated opening early in 1983.

FINANCES, FISCAL YEAR 1982: The Veterans Administration has allocated $2.9 million to the Maine Veterans Home to match on a 65% to 35% Federal to State sharing the construction cost of the facility. The State's share will be paid from the proceeds of a $2.1 million bond issue which was approved by Maine voters in December 1977. The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES OF MAINE VETERANS HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	105					105
Grants—Subsidies—Pensions	1,798,774				472,493	1,326,281
Interest—Debt Retirement	34,958					34,958
Transfers to Other Funds	366					366
TOTAL EXPENDITURES	1,834,203				472,493	1,361,710

BOARD OF VISITORS (BANGOR MENTAL HEALTH INSTITUTE)

CONTACT: 289-3161

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse, Augusta, Maine 04333
Telephone: 289-3161

Established: 1971
Sunset Termination Scheduled to Start by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 422; *Citation:* 34 M.R.S.A., Sect. 41

Average Count—All Positions: 0
Legislative Count: 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services and the Board of Visitors shall appear before the Joint Standing Committee on Health and Institutional Services upon request.

ORGANIZATION: A Board of 5 persons, is appointed by the Governor. These 5 shall be appointed for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on any Board of Visitors. The members of the Board of Visitors shall receive no compensation.

PROGRAM: The Mental Health Advisory Council has taken on some of the responsibility for overseeing the role of the mental health institutes. The Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute and is comprised of voluntary community representatives.

FINANCES, FISCAL YEAR 1982: This unit is not authorized to receive or expend funds.

MAINE ADVISORY COUNCIL ON VOCATIONAL EDUCATION

S. CARL HARPELL, CHAIRMAN
CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office: 1 Memorial Circle, Augusta; *Floor:* 4
Mail Address: 1 Memorial Circle, Box 17, Augusta, Maine 04330
Telephone: 622-4709

Established: 1969
Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 091; *Citation:* 1969 Exec. Order 07-69

Average Count—All Positions: 2
Legislative Count: 0

PURPOSE: The Maine Advisory Council on Vocational Education implements all duties required by P.L. 90-576, which includes the following: advising the State Board of Education on the development of the State Plan for Vocational Education and policy matters arising in the administration of the State plan submitted pursuant to Public Law 90-576, including the preparation of long-range and annual program plans; evaluating vocational education programs, services, and activities under the State plan, and publishing and distributing the results thereof. The Council prepares and submits, through the State Board of Education, to

the United States Commissioner of Education and to the National Advisory Council an annual evaluation report, accompanied by such additional comments of the State Board as the State Board deems appropriate, which (1) evaluates the effectiveness of vocational education programs, services, and activities carried out in the year under review in meeting the program objectives set forth in the long-range program plan and the annual program plan, and (2) recommends such changes as may be warranted by the evaluation. And the Council must prepare and submit within 60 days after its certification to the U.S. Commissioner of Education, pursuant to paragraph (c) an annual budget covering the proposed expenditures of the State advisory council and its staff for the following fiscal year.

ORGANIZATION: The members of the Maine Advisory Council on Vocational Education are appointed by the Governor to represent a legal minimum of 20 categories of groups concerned with vocational education policy. There were 25 members during FY 82. The staff consists of the executive director and the staff assistant. The Maine Advisory Council on Vocational Education serves as a policy advisory group to the State Board of Education.

PROGRAM: During FY 82 the Maine Advisory Council on Vocational Education's (MACVE) major activities included: sponsoring a public hearing in Waterville; monitoring the progress of vocational education legislation in Congress and in the Maine Legislature; continuing visits by members and staff to Maine's vocational schools; assisting in the development of state plans for vocational education through the State Plan Advisory Committee; participating in the activities of the Post-secondary Education Commission of Maine (PECOM), the State Employment and Training Council (SETC), and the Maine Occupational Information Coordinating Committee (MOICC), through MACVE's representatives on those bodies. MACVE members participated in evaluations of secondary vocational programs. MACVE also brought together representatives from the Vocational Technical Institutes' (VTI's) advisory committees as requested by a local advisory committee, for a joint meeting.

PUBLICATIONS:

1981, 1980, 1979 and 1978 Annual Reports

FINANCES, FISCAL YEAR 1982: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE VOCATIONAL DEVELOPMENT COMMISSION

HAROLD RAYNOLDS, JR., COMMISSIONER DECS

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: June 27, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 94; *Unit:* 048; *Citation:* 26 M.R.S.A., Sect. 1261
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: No state funds contributed for fiscal 1982.

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

HENRY E. WARREN is a member of NEIWPCC from Maine

Central Office: 607 Boylston Street, Boston, Mass. 02116 *Telephone:* (617) 261-3758
Location: AMHI—Ray Building, Augusta
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: 1947 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 428; *Citation:* 38 M.R.S.A., Sect. 532
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC—A Description
Careers in Wastewater Treatment Technology—New England Regional Wastewater Institute
NEIWPCC Annual Report
The Facts of Life... or the Birds & Bees of Water
Four Keys to New England Water Quality
Careers in Water Pollution Control
Why Should I Save Water?
A Cause for Alarm—Acid Precipitation in the Northeast
"Aqua News"—a quarterly newsletter providing information on Commission projects and members, and on current events in local and national water pollution control efforts.

Technical reports on various research and demonstration projects of the NEIWPCC
Audio-visual educational materials.

ALL FREE

FINANCES, FISCAL YEAR 1982: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. Dues paid through the DEP to the New England Interstate Water Pollution Control Commission were $4,853.

BOARD OF CERTIFICATION (Water Treatment Plant Operators)

EARLE TARR, CHAIRMAN
GERALD BATES, Secretary

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 429; *Citation:* 22 M.R.S.A., Sect. 2624
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The board determines the competency of individuals responsible for the operation of public water systems within the State. This determination is made by securing information from sources, such as the Association Boards of Certification, other states; the development of examinations in writing, orally, and by demonstration. Certificates of Acceptance are issued for 6 classes of water operator. Renewal certificates are issued for previously certified operators. Records are maintained for annual fees, application for and discontinuance of certificates, requests for examinations, notifications of status, reciprocity with other states, and to hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 5 persons as follows: two certified operators with one holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; and one person who is an educator whose field of interest is related to water supply. Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. The Department of Human Services representative of the Board serves as secretary and is responsible for maintaining records and providing administrative support.

PROGRAM: The Board determines the ability of water utility employees for certifying. Each public water utility in the state by statute must have a certified operator. Two examinations are held each year. Four hundred and seventy-three (473) operators are presently certified.

LICENSES, PERMITS, ETC.:
Water Certification

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CERTIFICATION (WATER TREATMENT PLANT OPERATORS)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	556		556			
Other Contractual Service	1,928		1,928			
Commodities	83		83			
Transfers to Other Funds	404		404			
TOTAL EXPENDITURES	2,971		2,971			

MAINE COMMISSION FOR WOMEN

JULIE MOTHERWELL, CHAIRPERSON
JACQUELINE POTTER, EXECUTIVE DIRECTOR

Central Office: Cleveland Building, Hallowell Complex *Telephone:* 289-3417, 8
Mail Address: Statehouse Sta. #93, Augusta, Maine 04333
Established: 1964 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 166; *Citation:* 5 M.R.S.A., Sect. 7021
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Commission for Women acts as advocate for Maine women by making recommendations on proposed budgetary, legislative and policy actions to the Governor, Legislature and to officials of State and Federal Government with respect to State and Federal policies, programs and other activities effecting or relating to the women of Maine; researches and educates the general public and private organizations on these same matters; promotes and coordinates activities and programs designed to meet the needs of Maine women; and encourages women to seek governmental elective and appointive positions.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also, which operates under the Executive Branch of the Federal Government.

The Commission consists of 17 members, consisting of 9 appointed by the Governor, 4 appointed by the President of the Senate, and 4 appointed by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM: In March, 1980 the Maine Commission for Women adopted the following operational goals:

1) to create ongoing forums and projects which provide information to and about women in Government;
2) to provide leadership for a wide range of women's organizations in the State by: a) acting as a catalyst in bringing women together, b) communicating on a regular basis with representatives from legislative and executive branches; and
3) to supply information to enhance the awareness of private/public administrators thereby encouraging them to make women's economic status a priority in their policy decisions.

These goals provide a broad framework in which the executive director and the committee structure of the Commission formulate program priorities.

In addition, the Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, for references for further information on specific matters, and for resources for workshops and conferences. Co-sponsoring a variety of community discussions, seminars and conferences with other women's organizations throughout the State, the Commission intends to better serve the interests and concerns of Maine women. The Commission is also a member of the newly formed New England Region Commissions on Women and will be working in conjunction with other New England States on the economic issues to be facing women.

PUBLICATIONS:

Legal Rights of Maine Women, published by Maine Commission for Women. Seventeen chapters in easy to read, question and answer form covering the laws most frequently encountered by or most important to women. Currently being rewritten.

Handbook For and About Working Women in Maine, published jointly by the Maine Commission for Women and the Women's Training and Employment Program.

"Inform", a quarterly newsletter, communicates events, legislative actions, policy matters and other State and nationwide issues effecting the status of women.

The Job Search Guide, a workbook to help women sort out and to match their skills and abilities with potential jobs.

The Guide to Doing Business with the State, a pamphlet informing women business owners of the State procurement process.

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	29,994	29,994				
Health Benefits	481	481				
Retirement	5,008	5,008				
Other Fringe Benefits	104	104				
Commodities	476	368	108			
Transfers to Other Funds	643		530		113	
Other Contractual Service	13,416	9,223	1,890		2,303	
TOTAL EXPENDITURES	50,127	45,183	2,528		2,416	

WORKERS' COMPENSATION COMMISSION

CHARLES D. DEVOE, CHAIRMAN
JOHN J. JOLICOEUR, Director of Administrative Services

Central Office: Deering Bldg. Augusta; *Floor:* 1 *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333

Established: 1916 *Sunset Termination Scheduled to Start by:* June 30, 1987

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 351; *Citation:* 39 M.R.S.A., Sect. 91

Average Count—All Positions: 35 *Legislative Count:* 35

PURPOSE: The purpose and objectives of the Workers' Compensation Commission are to safeguard the interests of the injured worker in the State of Maine through efficient administration of the Workers' Compensation Act and Occupational Disease Law. The Commission is responsible for general administration of the State Workers' Compensation Act and Occupational Disease Law, with powers to make rules and regulations consistent with the Act and other laws of the State, and to prescribe forms and make suitable orders as to procedure, adapted to secure a speedy, efficient and inexpensive disposition of all proceedings. In interpreting the Act, the Commission is directed to construe it liberally with a view to carrying out its general purpose and objectives.

ORGANIZATION: The former Industrial Accident Commission, established in 1916, originally consisted of three members, including the Commissioners of Insurance and Labor and Industry, ex officio. The present Commission consists of eight members appointed by the Governor. Said appointments are reviewed by the Joint Standing Committee on Judiciary, and

confirmed by the Legislature, for terms of four years, except the chairman, who is appointed for a term of five years.

Effective July 6, 1978, the Legislature changed the Commission's name to Workers' Compensation Commission, and also authorized the increase in the number of the members appointed by the Governor to six. Two members, ex officio, are the Superintendent of the Bureau of Insurance and the Director of the Bureau of Labor. The eight members appointed by the Governor must be lawyers and members in good standing of the Maine Bar. The Commission appoints a director of administrative services and full or part-time reporters and such clerical assistance as necessary. The Commission also has a Vocational Rehabilitation Counselor who places in training injured workers who cannot return to their normal employment because of disabling injuries.

In 1981 the Legislature created the Appellate Division to hear appeals from Commission decisions. Since its creation on September 18, 1981 the Division has established rules of procedure and is currently issuing decisions on cases argued during the first appellate session in May of this year.

PROGRAM: In FY 81, the total number of First Reports of Injury filed was 51,393. In FY 82, the total number filed amounted to 49,771. Agreements to pay compensation processed by the Commission in FY 81 amounted to 14,633. The total processed in FY 82 was 14,852. The total number of petitions filed in FY 81 amounted to 5,796 and in FY 82 the total number filed amounted to 5,940. The total number of hearings held in FY 81 amounted to 9,276 and in FY 82, a total of 10,473 hearings were held.

The balance of the Second Injury Fund as of June 30, 1982 was $273,521.56.

The following figures should be of interest with respect to Workers' Compensation payment records and contributions to the State's General Fund:

Year	Net Workers' Compensation Premiums Written	Premium Tax Paid to General Fund	Direct Losses Paid
1964	$ 5,617,718	$ 110,860	$ 3,228,825
1974	30,231,804	592,653	14,305,953
1975	40,491,927	796,644	17,077,067
1976	45,890,018	903,040	21,773,674
1977	52,032,345	1,024,153	28,935,078
1978	66,246,000	1,294,550	38,694,000
1979	85,698,496	1,680,839	55,442,420
1980	98,930,344	1,941,259	65,151,004
1981	115,353,852	2,271,093	85,060,585

LICENSES, PERMITS, ETC.:

Permission to self-insure as an individual and permission to self-insure as a group has been transferred to the Bureau of Insurance, Department of Business Regulations, effective July 3, 1980, per Chapter 577, P.L. 1979

FINANCES, FISCAL YEAR 1982: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	573,601	573,601				
Health Benefits	18,760	18,760				
Retirement	76,677	76,677				
Other Fringe Benefits	1,495	1,495				
Other Contractual Service	65,920	65,920				
Rents	995	995				
Commodities	8,513	8,513				
Equipment	5,346	5,346				
TOTAL EXPENDITURES	751,307	751,307				

AAA Area Agencies on Aging 387
Absent Parents Unit, Support, Enforcement, & Location of 412
Abuse Counselors, Board of Registration of Substance 116
Accident and Sickness or Health Insurance Program 1
Accountancy, Board of 76
Accounts and Control, Bureau of 326
Acquisition & Development (Parks & Rec) 138
Administration (Attorney General) 59
Administration, Bureau of (Marine Resources) 571
Administration, Central (Health) 395
Administration, Division of Public (Sec of State) 705
Administrative Court 484
Administrative Office of the Courts 481
Administrative Services Division 77
Administrative Services Division (Agriculture) 7
Administrative Services Division (Audit) 65
Administrative Services Division (CETA) 497
Administrative Services Division, (Conservation) 124
Administrative Services Division (Defense & Veterans' Svcs) 176
Administrative Services Division (DEP) 266
Administrative Services Division (Finance and Administration) 327
Administrative Services Division (Inland Fisheries & Wildlife) 459
Administrative Services Division (Labor) 496
Administrative Services Division (Mental Health & Mental Retardation) 602
Administrative Services Division (Motor Vehicles) 695
Adult Services Division (Resource Development) 447
Advisory & Review Brd on Driver Licensing & Vehicle Registration 700
Advisory Board (Maine State Housing Authority) 363
Advisory Committee, University of Maine Blueberry 743
Advisory Committee for the Training of Firemen 349
Advisory Committee on Medical Education 228
Advisory Committee on Maine Public Broadcasting 642
Advisory Committee on State Telecommunication 709
Advisory Council (Inland Fisheries & Wildlife) 460
Advisory Council, State (Labor) 497
Advisory Council (To Marine Resources) 572
Advisory Council on Vocational Education, Maine 749
Advocacy, Office of (MH&MR) 603
Advocacy Program (Rehabilitation) 443
Advocate, Public 318
Aeronautical Advisory Board, Maine 714
Aeronautics Division 731
AFDC (Aid to Families With Dependent Children) 412
AFDC Coordinating Committee 47
Affirmative Action, Equal Employment Opportunity (Personnel) 637
Aging, Maine Committee on 2
Agricultural and Rural Resources, Bureau of 28
Agricultural Bargaining Board, Maine 20
Agricultural Management Plans 144
Agricultural Marketing, Bureau of 8
Agricultural Production, Bureau of 21
Agriculture, Food, and Rural Resources, Department of 4
Aid to Families with Dependent Children (AFDC) 412
Aid to Families with Dependent Children Coordinating Committee 47
Air Patrol, Civil 118
Air Quality Control (DEP) 268
Alcohol & Drug Abuse Prevention & Treatment, Maine Council on 373
Alcohol, Driver Education and Evaluation Program (OADAP) 375
Alcohol Abuse Program 375

Alcohol and Drug Abuse Prevention: Coordinating Committee 414
Alcohol and Drug Education, Division of 217
Alcoholic Beverages, Bureau of 328
Alcoholism and Drug Abuse Prevention, Office of 374
Ambulance Services, Advisory Board for Licensure of 389
Animal Welfare, Division of 42
Animal Welfare Advisory Board 44
Annual Report, Maine State Government 329
Appeals Board, Land Classification 533
Appeals Board (Municipal Valuation) 629
Appeals Division (Employment Security) 498
Apprenticeship Council, State 499
Apprenticeship Division (Labor) 498
Arbitration and Conciliation, State Board 500
Arborist Examining Board 78
Architects & Landscape Architects, Maine St Bd for Registration of 79
Archives, Maine State (Sec. of State) 695
Archives, Maine State 696
Archives Advisory Board 48
Archives Services, Division of 698
Aroostook Residential Center 604
Arson 667
Arts and Humanities, Maine State Commission on 200
Arts and Humanities Bureau 198
Assessment Review, State Board of 49
Assistance, General 413
Assistant to the Commissioner, Office of (Edu & Culture) 201
Athletic Commission, Maine 81
Atlantic Sea Run Salmon Commission 461
Atlantic States Marine Fisheries Commission 50
Attorney General, Department of 53
Auctioneers Advisory Board 82
Audit, Department of 62
Audit (Transportation), Office of Internal 719
Augusta Mental Health Institute 606
Authority, Maine Turnpike 738
Auto Theft 667
Bangor Mental Health Institute 608
Bank, Maine Public Utility Financing 675
Banking, Bureau of 83
Bar, Board of Overseers of the 489
Barbers, State Board of 87
Baxter State Park Authority 68
Baxter State School for the Deaf, Governor 208
Beano and Games of Chance (State Police) 668
Bedding and Stuffed Toys (Labor Standards) 522
Biological Studies, Division of Lakes and (DEP) 276
Blaine House 281
Blindness Program, Prevention of 392
Blueberry Advisory Committee, University of Maine 743
Blueberry Commission, Maine 71
Board, Arbitration and Conciliation (State) 500
Board, Education Leave Advisory 189
Board, Health Facilities Cost Review 359
Board, Junior Maine Guides and Trip Leaders' Curriculum 466
Board, Maine Aeronautical Advisory 714
Board, Maine Labor Relations 517
Board, Maine Potato Quality Control 641
Board, Maine State Ferry Advisory 716

Board, Maine Veterans Small Business Loan Authority 746
Board, Minimum Wage Rate on Construction Projects 532
Board, for Licensure of Ambulance Services, Advisory 389
Board for Registration of Architects & Landscape Architects 79
Board Lic Admin Medical Care Facilities O/Than Hospitals 596
Board of Accountancy 76
Board of Boiler Rules 503
Board of Certification, Geologists and Soil Scientists, State 99
Board of Certification Water Treatment Plant Operators 752
Board of Chiropractic Examination and Registration 376
Board of Commercial Driver Education 89
Board of Commissioners of the Profession of Pharmacy 434
Board of Cosmetology, State 92
Board of Dental Examiners 379
Board of Education, State 202
Board of Elevator and Tramway Safety 508
Board of Emergency Municipal Finance 257
Board of Environmental Protection 270
Board of Examiners (Admission to Bar) 485
Board of Examiners for the Licensing of Guides 467
Board of Examiners of Physical Therapy, State 107
Board of Examiners of Psychologists, State 109
Board of Examiners on Speech Pathology and Audiology 115
Board of Funeral Service, State 393
Board of Hearing Aid Dealers and Fitters 408
Board of Higher Education, New England 631
Board of Nursing, State 428
Board of Occupational Safety and Health 525
Board of Optometry, State 432
Board of Osteopathic Examination and Registration 433
Board of Overseers of the Bar 489
Board of Pesticides Control 33
Board of Registration for Professional Engineers, State 95
Board of Registration for Professional Foresters 96
Board of Registration for Land Surveyors 102
Board of Registration of Substance Abuse Counselors 116
Board of Registration in Medicine 422
Board of Social Worker Registration, State 114
Board of Trustees, University of Maine 739
Board of Veterinary Medicine, State 27
Board of Visitors (Bangor Mental Health Institute) 749
Board on Executive Clemency, Governor's Advisory 299
Boiler, Elevator, Tramway Division (Labor) 502
Boiler Rules, Board of 503
Bond Bank, Maine Municipal 627
Bridge Authority, Maine-New Hampshire Interstate 476
Bridge Maintenance 721
Broadcasting, Advisory Committee on Maine Public 642
Budget, Bureau of the 329
Budget Analysis & Policy Management, Human Services 411
Budget Document, State 330
Budworm Management, Division of Spruce 146
Bureau of Administration 373
Bureau of Capitol Security 648
Bureau of Construction 715
Bureau of Historic Preservation 212
Business, Advisory Committee on Small 320
Business Loan Authority Board, Maine Veterans 746
Business Regulation, Department of 72

Camp Lease Program 144
Canadian Affairs, Governor's Advisory Commission on Maine- 284
Capitol Planning Commission 331
Capitol Security, Bureau of 648
Career Information Delivery System (MOICC) 523
Catastrophic Illness Program 427
Central Computer Services, Bureau of 332
Central Licensing Division 103
Central Maine Vocational Technical Institute 245
CETA, Office of Maine 504
Charleston Correctional Center 154
Chief Medical Examiner's Office (Attorney General) 60
Child and Family Services, Division of 447
Child Health, Office of Maternal and (Health) 417
Child Labor (Labor Standards) 522
Children (AFDC), Aid to Families with Dependent 412
Children and Family Services, Human Services 411
Children and Youth, Governor's Committee on 376
Children's Home, State Military and Naval 619
Children's Services, Office of 609
Chiropractic Examination & Registration, Board of 376
Citizens' Assistance Line 287
Civil Air Patrol 118
Civil Emergency Preparedness, Bureau of 177
Civil Emergency Preparedness, In Place Shelter Planning 178
Claims Board, State 88
Claims Deputies (Employment Security) 529
Clearinghouse (A-95), State 315
Clemency, Governor's Advisory Board on Executive 299
Clerk of the House, Office of 542
Coastal Island Registry 125
Coastal Program (SPO) 315
Commercial Driver Education, Board of 89
Commission, Atlantic Sea Run Salmon 461
Commission, Atlantic States Marine Fisheries 50
Commission, Ground Water Protection 350
Commission, Low-Level Waste Siting 564
Commission, Maine Correctional Advisory 149
Commission, Maine Employment Security 510
Commission, Maine Historic Preservation 212
Commission, Maine Human Rights 367
Commission, Maine Land Use Regulation 136
Commission, Maine Library 226
Commission, Maine Marine Resources 592
Commission, Maine Medical Laboratory 597
Commission, Maine State Compensation 557
Commission, Maine State Museum 233
Commission, New England Interstate Planning 477
Commission, New England Interstate Water Pollution Control 751
Commission, Northeastern Interstate Forest Fire Protection 348
Commission, Penobscot Bay and River Pilotage 112
Commission, Saco River Corridor 686
Commission, Vehicle Equipment Safety 669
Commission for Women, Maine 753
Commission of Maine, Post Secondary Education (PECOM) 190
Commission on Intergovernmental Relations 558
Commission on Interstate Cooperation 559
Commission on Maine-Canadian Affairs, Governor's Advisory 284
Commission on Mental Health Manpower Development, Governor's 309

Commission on the Arts and Humanities 200
Commission on Uniform State Laws 560
Committee, AFDC Coordination 47
Committee, Continuing Education (Real Estate) 677
Committee, Environmental Health Advisory 390
Committee, Indian Scholarship 214
Committee, Interdepartmental Coordinating (OADAP) 414
Committee, Keep Maine Scenic 145
Committee, Maine Highway Safety 654
Committee, Maine Trails System Advisory 148
Committee, Occupational Informational Coordinating 523
Committee, Potato Marketing Improvement 19
Committee, Radiological Emergency Preparedness 676
Committee, State Agency Housing Coordinating 301
Committee, State Court Library 486
Committee for the Training of Firemen 349
Committee on Aging, Maine 2
Committee on Children and Youth, Governor's 376
Committee on Decommis Nuclear Generation Facilities, Joint Select 632
Committee on Employment of the Handicapped, Governor's 259
Committee on Medical Education, Advisory 228
Committee on Problems of Mentally Retarded, Maine 626
Committee to Monitor Implementation of the Juvenile Code 492
Community Assistance Division 313
Community Environmental Health Program 400
Community Services, Division of Finance And (Parks and Recreation) 139
Community Services, Division of (Executive) 286
Compensation Commission, Maine State 557
Computer Services, Bureau of Central 332
Computer Services Advisory Board 120
Conciliation, State Board of Arbitration and 500
Conservation, Department of 121
Conservation, Energy Assistance, Education and 410
Construction, Bureau of 715
Construction Projects Board, Minimum Wage Rate on 532
Consumer Credit, Council of Advisors on 148
Consumer Credit Protection, Bureau of 90
Continuing Education Committee (Real Estate) 677
Contractual Services, Review Committee for 342
Contractual Services, Division of (Resource Development) 448
Coordinating Committee, Occupational Informational 523
Correctional Advisory Commission, Maine 149
Correctional Center, Maine 155
Correctional Facility, Charleston 154
Corrections, Department of 150
Cosmetology, State Board of 92
Cost Allocation Program, State 330
Cost Review Board, Health Facilities 359
Council, Dental Health 378
Council, Maine Human Services 409
Council on Vocational Education, Maine Advisory 749
County Records Board 169
Court Library Committee, State 486
Courts, Administrative Office of the 481
Crime Laboratory 665
Criminal Justice Academy, Board of Trustees 651
Criminal Justice Academy, Maine 649
Criminal Justice Planning & Assistance Agency, Maine 288

Criminal Law Advisory Commission 170
Critical Areas Advisory Board, Maine 171
Critical Areas Program 316
Cultural Services, Department of Educational and 193
Curriculum, Division of 217
Dairy and Nutrition Council, Maine 15
Dairy Promotions Board, Maine 17
Dams, (Office of) Inspector of 38
Data and Research, Division of 407
Data Processing Activities 314
Data Processing Division (Employment Security) 506
Deaf, Governor Baxter State School for the 208
Deaf, Rehabilitation 443
Defense & Veterans Services, Department of 173
Deferred Compensation Plans, Advisory Council on 185
Dental Examiners, Board of 379
Dental Health, Office of 380
Dental Health Council, Maine 378
Departmental Bureau (Audit) 65
Deputy Commissioner, Office of the (Educ. & Culture) 202
Design (Highway) 728
Development, Bureau of Health Planning 405
Development, Division of Acquisition & (Parks & Rec.) 138
Development Foundation, Maine 186
Development Office (MH & MR), Education and Manpower 611
Development Office, State 290
Developmental Disabilities Office 611
Developmental Disabilities, State Planning & Advisory Council 188
Diabetes Control Project (Bur of Health) 385
Disabilities, Developmental, State Planning & Advisory Council 188
Disability Determination Services, Rehabilitation 444
Disease Control Division (Bur of Health) 382
Displaced Homemakers Advisory Council 363
District Attorneys 59
District Court for the State of Maine 487
Division of Fisheries and Hatcheries 464
Division of Planning and Development 140
Division of Welfare Employment 450
DOT (Department of Transportation) 710
Drinking Water Program (Bur of Health) 401
Driver Education, Board of Commercial 89
Driver Education and Evaluation Program (OADAP) 375
Driver Licensing & Vehicle Registration, Adv. & Review Bd. 700
Driver Licensing and Control (Motor Vehicles) 699
Drug Abuse Prevention, Office of Alcoholism and 374
Drug Abuse Prevention & Treatment, Alcohol & 373
Drug Education, Division of Alcohol and 217
Drugs to Maine's Elderly 427
Eastern Maine Vocational Technical Institute 247
Eastern States Exposition Advisory Board 189
Economic Analysis and Research, Division of (Labor) 506
Economics Division 314
Education, (Keep Maine Scenic Committee) 145
Education, Bureau of Vocational 236
Education, Division of Special 220
Education, Nursing 430
Education, State Board of 202
Education and Conservation, Energy Assistance 410
Education and Manpower Development Office (MH & MR) 611

Education Commission of the States 192
Education Council, Maine 206
Education Division (DEP), Information and 266
Education Finance Division 208
Education of Blind Children 391
Education Services, Division of Higher 215
Educational and Cultural Services, Department of 193
Educational Facilities Authority, Maine Health and Higher 358
Educational Leave Advisory Board 189
Elderly, Bureau of Maine's 386
Elderly, Drugs to Maine's 427
Elderly: Maine Committee on Aging 2
Election Practices, Commission on Governmental Ethics and 279
Electric Division (PUC) 673
Electricians' Examining Board 93
Electrification, Municipal and Rural Cooperative Agency 629
Elevator, Tramway Division, (Labor), Boiler 502
Elevator and Tramway Safety, Board of 508
Eligibility Review Program (Employment Security) 529
Elizabeth Levinson Center 613
Emergency Medical Services, Office of 388
Emergency Municipal Finance, Board of 257
Emergency Preparedness, Bureau of Civil 177
Emergency Preparedness Committee, Radiological 676
Employee Relations, Governor's Office of 293
Employees' Appeals Board, State 258
Employment and Training Council, State 511
Employment of the Handicapped, Governor's Committee 259
Employment Security, Bureau of 509
Employment Security Commission, Maine 510
Energy Assistance, Education and Conservation 410
Energy Assistance, Low Income Home 410
Energy Assistance Programs (Community Services) 287
Energy Efficiency Building Performance Standards, Adv Council on 260
Energy Forum, Neighbors Helping Neighbors with 410
Energy Resources, Office of 294
Energy Resources Advisory Board, State 261
Energy Testing Laboratory of Maine 262
Enforcement, Bureau of Liquor 658
Enforcement (DEP), Air Quality 269
Enforcement and Field Services, Division of (Land Quality) 272
Engineering Division 464
Engineers, State Board of Registration for Professional 95
Entomology, Division of (Forestry) 127
Environmental Health Program, Community 400
Environmental Health Advisory Committee 390
Environmental Protection, Department of 263
Environmental Protection, Board of 270
Epidemiology Service (Disease Control) 382
Equal Employment Opportunity/Affirmative Action Div (Personnel) 637
Equipment Safety Commission, Vehicle 669
Ethics and Election Practices, Commission on Governmental 279
Evaluation and Planning, Division of Water Quality (DEP) 277
Evaluation Division, Planning and (Resource Development) 447
Examination and Enforcement Division (Motor Vehicles) 700
Executive Clemency, Governor's Advisory Board 299
Eye Care, Division of 391
Facilities Cost Review Board, Health 359
Family and Children Services, Human Services 411

Family Services, Division of Child and 447
Federal-State Coordinator, Office of (Educ. & Culture) 207
Federal-State Coordinator, Office of 300
Ferry Advisory Board, Maine State 716
Finance, Board of Emergency Municipal 257
Finance and Administration, Department of 323
Finance and Administration (Transportation), Bureau of 713
Finance and Community Services, Division of 139
Finance Division, Education 208
Finance Division (PUC) 673
Finance Office (Public Safety) 644
Fire Marshal, Office of the State 652
Fire Prevention, Division of (State Fire Marshal) 653
Fire Protection, Division of Forest 129
Fire Protection Commission, Northeastern Interstate Forest 348
Firemen, Advisory Committee for the Training of 349
Fish Culture (Atlantic Salmon Commission) 462
Fisheries and Hatcheries, Division of 464
Fisheries and Wildlife, Department of Inland 453
Fisheries Commission, Atlantic States Marine 50
Fisheries Conservation and Management Act 689
Flood Insurance Program, National 314
Food, and Rural Resources, Department of Agriculture 4
Food Stamp Program 413
Food Stamp Task Force 410
Forest Authority, Maine 128
Forest Fire Control Study Commission, Maine 558
Forest Fire Protection Commission, Northeastern Interstate 348
Forest Fire Protection, Division of 129
Forest Land Valuation Advisory Council 533
Forest Management, Division of 130
Forest Products Harvesting 144
Forest Resources Inventory 144
Foresters, State Board of Registration for Professional 96
Forestry, Bureau of 131
Forestry, Division of Community 126
Fuel Board, Oil and Solid 106
Funeral Service, State Board of 393
Game Farm, Division of Wildlife Management and 473
Games of Chance, Beano and (State Police) 667
General Lines Agent Examination Advisory Board 98
Geological Survey, Maine 133
Geologists and Soil Scientists, State Board of Certification 99
Governor, (Office of) 281
Governor Baxter School for the Deaf 208
Governor's Advisory Board on Executive Clemency 299
Governor's Advisory Commission on Maine-Canadian Affairs 284
Governor's Advisory Committee on World Trade 322
Governor's Commission on Mental Health Manpower Development 309
Governor's Committee on Children and Youth 376
Governor's Committee on Employment of the Handicapped 259
Governor's Council on Physical Fitness and Sports 311
Governor's Management Task Force 308
Governor's Municipal Advisory Council 311
Governor's Office of Employee Relations 293
Governor's Select Committee on Judicial Appointments 301
Grading Services, Division of 11
Grants, Medical 423
Grants Task Force, Social Service Block 411

Ground Water Resources, Management of 306
Guarantee Authority, Maine 351
Guides & Trip Leaders' Curriculum Board, Junior Maine 466
Guides Licensing, Board of Examiners for the 467
Harness Racing Commission, State 35
Hatcheries, Division of Fisheries and 464
Hazardous Materials Control, Bureau of Oil and 273
Health, Board of Occupational Safety and 525
Health, Bureau of 394
Health, Bureau of: Central Administration 395
Health, Bureau of Mental 615
Health, Environmental, Advisory Committee 390
Health, Office of Maternal and Child (Health) 417
Health Advisory Council, Mental 598
Health and Higher Educational Facilities Authority, Maine 358
Health and Medical Services, Office of 405
Health Engineering, Division of 400
Health Facilities Cost Review Board 359
Health Insurance Program, Accident & Sickness or 1
Health Laboratory, Public (Human Services) 438
Health Planning and Development, Bureau 405
Hearing Aid Dealers and Fitters, Board of 408
Higher Education, New England Board of 631
Higher Education Facilities Act of 1963, Maine State Commission 206
Higher Education Services, Division of 215
Higher Educational Facilities Authority, Maine Health and 358
Highway Maintenance 720
Highway Safety Committee, Maine 654
Historian, State (Office of) 211
Historic Preservation Commission, Maine 212
Historic Preservation, Bureau of 212
Historical Society, Maine 360
Home, Board of Trustees of Maine Veterans 748
Home Energy Assistance, Low Income 410
Homemakers Advisory Council, Displaced 363
Horse Racing Commission, State Running 113
Horticulturist, (Office of) State 25
House of Representatives 541
Housing, Manufactured 314
Housing and Urban Development 701 HUD Planning 313
Housing Authority, Advisory Board to the Maine State 363
Housing Authority, Maine State 364
Housing Coordinating Committee 301
Human Resources and Special Services (Transportation) 717
Human Rights Commission, Maine 367
Human Services: Review of Contracts 411
Human Services: Budget Analysis & Policy Management 411
Human Services, Department of 369
Human Services: Family and Children Services 411
Human Services Council, Maine 409
Humanities, Maine State Commission on Arts and 200
Humanities Bureau, Arts and 198
Hydrogeology Division, Geology 134
Identification, State Bureau of 655
Illness Program, Catastrophic 427
Illness Program, Medicaid Eligibility & Catastrophic 413
Illness Statistical Program, Occupational Injuries & 528
Immunization Program (Communicable Childhood Disease) 383
Income Maintenance, Bureau of 412

Independent Living Services (Handicapped) 443
Indian Scholarship Committee 214
Indian Tribal-State Commission, Maine 451
Industrial Safety Division 513
Industry Council (CETA), Private 526
Information Advisory Council, Travel 733
Information and Education Division (DEP) 266
Information Division (Edu. & Culture), Management 227
Information Division, Public (Inland Fisheries and Wildlife) 469
Information Division, Public (Police) 664
Information Office, Public (MH & MR 624
Information Services Division (Resource Development) 448
Injuries & Illness Statistical Program, Occupational 528
Inland Fisheries and Wildlife, Department of 453
Inland Fisheries and Wildlife, Advisory Council 460
Instruction, Bureau of 215
Insurance, Bureau of 100
Insurance Advisory Board, Maine 334
Insurance Guaranty Association, Maine 474
Interdepartmental Coordinating Committee (OADAP) 414
Intermediate Care Services 426
Internship Program Advisory Committee, State Government 475
Interstate Forest Fire Protection Commission, Northeastern 348
Interstate Planning Commission, New England 477
Investigations (Medical) 423
Investigative Division, Criminal (State Police) 665
Island Registry, Coastal 125
Job Placement for Handicapped 443
Job Service Division (Employment Security) 514
Judicial Appointments, Governor's Select Committee on 301
Judicial Council 491
Judicial Department 477
Judicial Responsibility and Disability, Committee on 488
Junior Maine Guides & Trip Leaders' Curriculum Board 466
Juvenile Code, Committee to Monitor Implementation of the 492
Juvenile Intake, Office of 158
Juvenile Justice Advisory Group 302
Keep Maine Scenic Committee 145
Kennebec Valley Vocational Technical Institute 249
Labor, Department of 493
Labor, State Advisory Council 497
Labor Organizations, Directory of Maine 528
Labor Relations Board, Maine 517
Labor Standards, Bureau of (Labor) 516
Laboratory, Crime 665
Laboratory, Maine Medical Commission 597
Laboratory, Public Health 438
Laboratory Services, Division of (Maine State Archives) 702
Lakes and Biological Studies, Division of (DEP) 276
Land and Water Resources Council, Maine 304
Land Classification Appeals Board 533
Land Management, Multiple Use 144
Land Quality Control, Bureau of (DEP) 271
Land Surveyors, State Board of Registration for 102
Land Use Regulation Commission, Maine 136
Lands, Bureau of Public 143
Law and Legislative Reference Library 551
Legal Division (Manpower Affairs) 520

Legal Division (PUC) 673
Legal Services, Office of 414
Legal Services (Transportation), Office of) 719
Legislation, Board of Registration in Medicine 423
Legislative Administrative Director, (Office of) 544
Legislative Council 543
Legislative Finance Officer, (Office of) 547
Legislative Information Office 551
Legislative Research (Office of) Director of 548
Legislative Staff Assistants (Office of) 545
Legislature 534
Levinson, Elizabeth, Center 613
Library, Law and Legislative Reference 551
Library Bureau, Maine State 224
Library Commission, Maine 226
Library Committee, State Court 486
Licensing and Enforcement, Division of (DEP) 277
Licensing and Review, Division of (Land Quality) 271
Licensing Division, Central 103
Licensing of Guides, Board of Examiners for the 467
Licensure, Medical 423
Licensure of Nurses 429
Life Agent Examination Advisory Board 104
Liquor Commission, State 336
Liquor Enforcement, Bureau of 658
Loan Authority Board, Maine Small Business 560
Loan Authority Board, Maine Veterans Small Business 746
Lobster Advisory Council 561
Location and Survey (Highway) 727
Lottery Commission, State 562
Low Income Home Energy Assistance 410
Low-Level Waste Siting Commission 564
Maine Athletic Commission 81
Maine-Canadian Affairs, Governor's Advisory Commission on 284
Maine-Canadian Legislative Advisory Office 555
Maine-Canadian Legislative Advisory Commission 554
Maine Consumer Coordinating Council 288
Maine Correctional Center 155
Maine Employment Security Commission 510
Maine Geological Survey 133
Maine Historical Society 360
Maine Indian Tribal-State Commission 451
Maine-New Hampshire Interstate Bridge Authority 476
Maine Job Service 514
Maine School Building Authority 690
Maine State Prison 160
Maine Veterans' Home (Board of Trustees) 748
Maine Vocational Development Commission 750
Maine Yankee Radiological Incident Plan (CEP) 180
Maine Youth Center 163
Maintenance, Division of Operations (Parks & Rec) 139
Maintenance and Operations, Bureau of 720
Management and Budget, Office of 415
Management and Information Division (SPO) 314
Management Information Division (Edu. & Culture) 227
Management Services, Division of Records 708
Management Task Force, Governor's 308
Manpower Development Office (MH & MR), Education and 611
Manpower Planning Council, State 520

Manufactured Housing Board 105
Manufactured Housing 314
Manufacturers, Census of Maine 528
Marine Development, Bureau of 573
Marine Fisheries Commission, Atlantic States 50
Marine Patrol, Bureau of 581
Marine Resources, Department of 565
Marine Resources Commission, Maine 592
Marine Sciences, Bureau of 583
Maritime Academy, Maine 593
Market Development, Division of 10
Marketing Improvement Committee, Potato 19
Materials and Research 728
Mediators, Panel of 521
Medicaid Eligibility & Catastrophic Illness Program 413
Medical Advisory Committee (Re: Licensing of Drivers) 702
Medical Care Facilities O/Than Hospitals, Board Licensure Adm 596
Medical Care Services 426
Medical Commission Laboratory, Maine 597
Medical Education, Advisory Committee on 228
Medical Examiner for the State of Maine, Office of Chief 60
Medical Federation Licensing Examination (FLEX) 422
Medical Grants 423
Medical Investigations and Actions 423
Medical Services, Bureau of 425
Medical Services, Office of Emergency 388
Medical Services, Office of Health and 405
Medicine, Board of Registration in 422
Mental Health Advisory Council 598
Mental Health and Mental Retardation, Department of 599
Mental Health, Bureau of 615
Mental Health Institute, Augusta 606
Mental Health Institute, Bangor 608
Mental Health Manpower Development, Governor's Commission 309
Mental Retardation, Bureau of 617
Mental Retardation, Department of Mental Health and 599
Mentally Retarded, Maine Committee on the Problems of 626
Metric Policies Committee, Governmental 310
Military and Naval Children's Home, State 619
Military Bureau 181
Milk Commission, Maine 44
Minimum Wage, Child Labor and Stuffed Toys Div (Labor Standards) 522
Minimum Wage Rate on Construction Projects Board 532
Motor Transport Service 722
Motor Vehicles, Division of 703
Municipal Advisory Council, Governor's 311
Municipal and Rural Electrification Cooperative Agency 629
Municipal Bond Bank, Maine 627
Municipal Bureau (Audit) 66
Municipal Finance, Board of Emergency 257
Municipal Records Board 628
Municipal Services, Division of (DEP) 276
Municipal Valuation Appeals Board 629
Museum (Bureau), State 229
Museum Commission, Maine State 233
National Warning System (NAWAS) 179
Natural Disaster Plan 178
Naval Children's Home, Military and 619
Neighbors Helping Neighbors With Energy Forum 410

New Hampshire Interstate Bridge Authority, Maine- ... 476
Northeastern Forest Fire Protection Commission ... 348
Northern Maine Vocational Technical Institute ... 251
Nuclear Civil Protection (CEP) ... 178
Nuclear Generation Facilities, Joint Select Committee on Decommis ... 632
Nurses, Licensure of ... 429
Nursing, Division of Public Health ... 440
Nursing, State Board of ... 428
Nursing Education ... 430
Nutrition, Division of School ... 235
Occupational and Radiological Health Program ... 402
Occupational Informational Coordinating Committee ... 523
Occupational Injuries & Illness Statistical Program ... 528
Occupational Safety and Health, Board of ... 525
Office of Emergency Medical Services ... 388
Office of Federal-State Coordinator (Educ. & Culture) ... 207
Office of Health and Medical Services ... 405
Office of Legal Services ... 414
Office of Maine CETA ... 504
Office of Management and Budget (Human Services) ... 415
Office of Maternal and Child Health (Health) ... 417
Office of Personnel (Educ & Culture) ... 234
Office of Public Advocate ... 318
Office of Social and Rehabilitative Services (Human Services) ... 445
Office of the Deputy Commissioner (Educ & Culture) ... 202
Oil and Hazardous Materials Control, Bureau of ... 273
Oil and Solid Fuels Board ... 106
Ombudsman, Office of ... 287
Operation and Maintenance (DEP), Division of ... 275
Operations & Maintenance, Division of (Parks & Rec) ... 139
Operations, Bureau of Maintenance and (DOT) ... 720
Optometry, State Board of ... 432
Osteopathic Examination & Registration, Board of ... 433
Parents Unit, Support, Enforcement and Location of Absent ... 412
Park Authority, Baxter State ... 68
Parks and Recreation, Bureau of ... 138
Parole, Division of Probation and ... 162
Parole Board, State ... 159
Passamaquoddy Indian Housing Authority (Indian Township) ... 365
Passamaquoddy Indian Housing Authority (Pleasant Point) ... 366
Payment Unit, Special (Employment Security) ... 529
PECOM (Post-Secondary Education Commission of Maine) ... 190
Penobscot Bay and River Pilotage Commission ... 112
Penobscot Tribal Reservation Housing Authority ... 366
Personnel, (Office of) Commissioner of ... 633
Personnel and Training (State Police) ... 663
Personnel Board, State ... 638
Personnel Office (Public Safety) ... 647
Personnel, Office of (Educ & Culture) ... 234
Pesticides Control, Board of ... 33
Pharmacy, Board of Commissioners of the Profession of ... 434
Physical Division, Geology ... 134
Physical Fitness, Governor's Council on Sports and ... 311
Physical Therapy, Board of Examiners in ... 107
Pilotage Commission, Penobscot Bay & River ... 112
Pineland Center ... 620
Planning & Research, Division of (Parks & Rec) ... 139
Planning, Division of Water Quality Evaluation and (DEP) ... 277
Planning, Facilities and Needs (Rehabilitation) ... 443

Planning (MH & MR), Division of 621
Planning and Administration, Division of (Human Services) 406
Planning and Development, Division of (Conservation) 140
Planning and Development, Bureau of Health 405
Planning and Evaluation Division (Resource Development) 447
Planning and Program Services, Division of (Conservation) 142
Planning and Program Services, Division of (Labor) 525
Planning and Research, (State Police) 663
Planning Assistance, Local 314
Planning Commission, New England Interstate 477
Planning Office, State 312
Planning (Transportation), Bureau of 723
Plant Industry, Division of 23
Plumbers' Examining Board 640
Plumbing Control Program, Wastewater & 403
Podiatrists, Examiners of 436
Police, Bureau of State 662
Policy Analysis (Transportation), Office of 725
Pollution Control Commission, New England Interstate Water 751
Polygraph 665
Port Authority, Maine 726
Post-Secondary Education Commission of Maine (PECOM) 190
Potato Commission, Maine 13
Potato Marketing Committee, Maine 19
Potato Marketing Improvement Committee 19
Potato Quality Control Board 641
Poultry and Livestock, Division of 22
Preparedness, Bureau of Civil Emergency 177
President of the Senate, Office of 540
Prevention Program, Alcohol & Drug Abuse 375
Prison, Maine State 160
Private Industry Council (CETA) 526
Probate Law Revision Commission 642
Probation and Parole, Division of 162
Program Development and Coordination Division 468
Program Management Division (CETA) 527
Program Services, Division of Planning and (Conservation) 142
Program Services, Division of Planning and (Labor) 525
Program Services Division (MH & MR) 623
Project Development, Bureau of (DOT) 727
Project Review, Division of (Human Services) 407
Project Scheduling 729
Promotion, (Keep Maine Scenic Committee) 145
Psychologists, State Board of Examiners of 109
Public Administration, Bureau of 745
Public Advocate 318
Public Affairs and Communications, Office of (Human Services) 437
Public Broadcasting, Advisory Committee on Maine 642
Public Health Laboratory 438
Public Health Nursing, Division of (Health) 440
Public Improvements, Bureau of 337
Public Information Division (Inland Fisheries & Wildlife) 469
Public Information Office (MH & MR) 624
Public Lands, Bureau of 143
Public Safety, Department of 644
Public Services, Bureau of 39
Public Services Division (Motor Vehicles) 707
Public Transportation Division 730
Public Transportation Advisory Committee 670

Public Utilities Commission 670
Public Utilities Financing Bank 675
PUC—Secretary's Office 673
Purchases, Bureau of 341
Quality Control Review & Planning (Social Welfare) 413
Racing Commission, State Harness 35
Racing Commission, State Running Horse 113
Radioactive Waste Siting 564
Radiological Emergency Preparedness Committee 676
Radiological Health Program, Occupational & 402
Radiological Incident Plan, Maine Yankee (CEP) 180
Rail Transportation Division 731
Real Estate, Continuing Education Committee 677
Real Estate Commission 110
Realty Division (Inland Fisheries & Wildlife) 472
Record Management Services, Division of 708
Recreation, Bureau of Parks and 138
Recreational Safety and Registration, Division of 470
Regional Administration, Office of 441
Regulation, Division of 40
Rehabilitation, Bureau of 441
Rehabilitation: Deaf 443
Rehabilitation: Disability Determination Services 444
Rehabilitation: Vocational Services 442
Research, (Keep Maine Scenic Committee) 145
Research, Division of Data and (Human Services) 407
Research, Division of Planning & (Parks & Rec.) 139
Research, Planning and (State Police) 663
Research and Statistics Division (Labor Standards) 527
Resource Development, Division of (Agriculture) 30
Resource Development, Bureau of (Human Services) 446
Resource Management System (Me Land & Water Resources Council) 307
Resources, Ground Water, Management of 306
Retardation, Bureau of Mental 617
Retirement System, Maine State (Board of Trustees of the) 678
Review of Contracts, Human Services 411
Right-of-Way (Highway) 728
Risk Reduction Program 396
River Corridor Commission, Saco 686
Rural Electrification Cooperative Agency 629
Rural Resources, Department of Agriculture, Food and 4
Saco River Corridor Commission 686
Safety, Board of Elevator and Tramway 508
Safety, Bureau of (Public Safety) 660
Safety, Department of Public 644
Safety and Health, Board of Occupational 525
Safety and Registration, Division of Recreational 470
Safety Commission, Vehicle Equipment 669
Safety Committee, Maine Highway 654
Safety Division, Industrial 513
Salmon Commission, Atlantic Sea Run 461
Salmon Fishing 462
Sardine Council, Maine 689
Scenic Committee, Keep Maine 145
School Building Authority, Maine 690
School Facilities, Division of 236
School for the Deaf, Governor Baxter State 208
School Management, Bureau of 234
School Nutrition, Division of 235

School Operations, Division of 235
Secretary of State, Department of the 692
Secretary of the Senate, Office of 540
Seed Potato Board 26
Senate 538
Severely Disabled, Rehabilitation 442
Shoreland Zoning 313
Sickness or Health Insurance Program, Accident & 1
Small Business Loan Authority Board, Maine 560
Snowmobile Division (Parks & Rec) 139
Social and Rehabilitative Services (Human Services), Office of 445
Social Security Disability & Supplement Security Income 443
Social Service Block Grants Task Force 411
Social Services, Bureau of 445
Social Welfare, Bureau of 412
Social Worker Registration, State Board of 114
Soil and Water Conservation Commission, State 36
Southern Maine Vocational Technical Institute 252
Speaker of the House, Office of 542
Special Education, Division of 220
Special Payment Unit (Employment Security) 529
Special Projects (Human Services), Office of 449
Sports, Governor's Council on Physical Fitness and 311
Spruce Budworm Management, Division of 146
SSI Optional Grants to Recipients 413
Standardization Committee 343
State Agency Housing Coordinating Committee 301
State Court Library Committee 486
State Government Internship Program Advisory Committee 475
State Manpower Planning Council 520
State Parole Board 159
State Planning Office 312
State Prison, Maine 160
Statistical Use Information (Baxter State Park) 69
Statistics, Division of Research and (Labor Standards) 527
Statistics, Office of Vital 449
Substance Abuse Counselors, Board of Registration of 116
Superior Court 490
Supplemental Security Income Recipients, Optional Grants to 413
Supreme Judicial Court 490
Surveyors, State Board of Registration for Land 102
Taxation, Bureau of 344
Teacher Certification and Placement Services 216
Teacher Education Field Services, Division of 222
Technical Services (DEP) 271
Telecommunications, Advisory Committee on State 709
Telecommunications Division (PUC) 673
Tidal Power Proposal, Half-Moon 305
Town Road Improvement Program 722
Toys, Stuffed (Labor Standards) 522
Trade, Governor's Advisory Committee on World 322
Traffic Division (Police) 663
Traffic Engineering 721
Trails System Advisory Committee, Maine 148
Tramway Division (Labor), Boiler, Elevator, ... 502
Tramway Safety, Board of Elevator and 508
Training Council, State Employment and 511
Transportation, Department of 710
Transportation Advisory Committee, Public 670

Transportation Division, Public 730
Transportation Services, Bureau of 730
Travel Council, Maine Vacation 321
Travel Information Advisory Council 733
Treasurer of State (Office of) 734
Tuberculosis Control Program 384
Turnpike Authority, Maine 738
Unemployment Compensation (Employment Security) 529
University of Maine, Board of Trustees 739
University of Maine Blueberry Advisory Committee 743
Utility Financing Bank, Maine Public 675
Vacation-Travel Council, Maine 321
Valuation Appeals Board, Municipal 629
Vehicle Registration, Adv. & Review Bd. on Driver Licensing & 700
Vending Stand Program, Blind 391
Venereal Disease Control Project 383
Veteran's Services, Bureau of 183
Veterans Dependents Educational Benefits 184
Veterans Home, Board of Trustees of Maine 748
Veterans Memorial Cemetery, Maine 184
Veterans Services, Department of Defense & 173
Veterans Small Business Loan Authority Board, Maine 746
Veterinary Medicine, State Board of 27
Visitors, Board of (Bangor Mental Health Institute) 749
Vital Statistics, Office of 449
Vocational Development Commission, Maine 750
Vocational Education, Maine Advisory Council on 749
Vocational Rehabilitation Program (Eye Care) 391
Vocational Services, Rehabilitation 442
Vocational Technical Institute, Central Maine 245
Vocational Technical Institute, Eastern Maine 247
Vocational Technical Institute, Kennebec Valley 249
Vocational Technical Institute, Northern Maine 251
Vocational Technical Institute, Southern Maine 252
Vocational Technical Institute, Washington County 255
Wage Minimum (Labor Standards) 522
Wage Rate on Construction Projects Board, Minimum 532
Warden Service Division 472
Washington County Vocational Technical Institute 255
Waste Siting Commission, Low-Level 564
Water and Gas Division (PUC) 673
Water and Plumbing Control Program, Waste 403
Water Pollution Control Commission, New England Interstate 751
Water Program, Drinking 401
Water Protection Commission, Ground 350
Water Quality Control (DEP) 275
Water Quality Evaluation and Planning, Division of (DEP) 277
Water Resources Council, Maine Land and 304
Water Resources Program (SPO) 315
Water Treatment Plant Operators, Board of Certification 752
WEET—WIN Program 450
Weights and Measures, (Office of) Sealer of 42
Welfare, Bureau of Social 412
Welfare Employment, Division of 450
Wildlife, and Inland Fisheries (Advisory Council) 460
Wildlife, Department of Inland Fisheries and 453
Wildlife Management and Game Farm, Division of 473
Winterization (Div of Community Services) 287
Women, Maine Commission for 753

Work Incentive Program (WIN) 450
Worker's Compensation Commission 754
Youth, Governor's Committee on Children and 376
Youth Center, Maine 163
Youth Conservation Corps 287
Zoning, (Land Use Regulation) 136
Zoning, Shoreland 313